

**Commercial Directorate**

5th Floor West  
Ralli Quays  
3 Stanley Street  
Salford  
M60 9LA

Via email to:

[request-67086-0d81fbe3@whatdotheyknow.com](mailto:request-67086-0d81fbe3@whatdotheyknow.com)  
[request-69093-cc970dd8@whatdotheyknow.com](mailto:request-69093-cc970dd8@whatdotheyknow.com)  
[request-69097-dc145bcb@whatdotheyknow.com](mailto:request-69097-dc145bcb@whatdotheyknow.com)  
[request-69098-c1fe55@whatdotheyknow.com](mailto:request-69098-c1fe55@whatdotheyknow.com)  
[request-69094-cb6cb37c@whatdotheyknow.com](mailto:request-69094-cb6cb37c@whatdotheyknow.com)  
[request-69099-4f199291@whatdotheyknow.com](mailto:request-69099-4f199291@whatdotheyknow.com)  
[request-69095-779f1697@whatdotheyknow.com](mailto:request-69095-779f1697@whatdotheyknow.com)  
[request-69092-55a44d3b@whatdotheyknow.com](mailto:request-69092-55a44d3b@whatdotheyknow.com)

**Phone** 0161 827 0810

**Fax** 0161 827 0270

**Email** xxxxxx.xxxxxxxxxx@xxxx.xxx.xxx.  
uk

**Date** 27 April 2011  
**Our ref** FOI 1532–1539/11 (xref 1437/11)  
**Your ref** Freedom of Information request - Travel costs

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Dear Mr Farnet

**Freedom of Information Act 2000****Fees Notice – Over the appropriate limit**

I refer to the requests which you sent on 18 April 2011 for the following information:

- a) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on subsistence for Directors and Staff?*
- b) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on hotel accommodation for Directors and Staff split by UK vs International?*
- c) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on reimbursing car mileage for Directors and Staff?*
- d) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on taxi travel for Directors and Staff?*
- e) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on rail travel for Directors and Staff? Additionally, how much of these amounts was 1st Class and how much was Standard Class?*
- f) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on air travel for Directors and Staff? Additionally, how much of these amounts was 1st Class, Business Class or Standard Class split by UK vs International?*

g) *In each of the financial years 2008/09, 2009/10 and 2010/11 how much has HMRC spent on all travel for Directors and Staff?*

The regulations coming out of section 12(4) FOIA provide that, in prescribed circumstances, a public authority may aggregate requests for the purposes of the cost of compliance where two or more requests are made by:-

- One person, (or different persons who appear to the public authority to be acting in concert or in pursuance of a campaign) **and**
- Relate to the same or similar information **and**
- Have been received by the public authority within a space of 60 consecutive working days.

The requests listed above fulfil all of those criteria and consequently are being aggregated by HMRC for the purposes of the fees limit.

Section 12 FOI makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3½ working days in determining whether the department holds the information, locating, retrieving and extracting the information.

We estimate that it will take us in excess of 3½ working days to determine appropriate material and locate, retrieve and extract the information in reference to your request. Therefore, your request will not be processed further.

In your email reply to me of 18 April 2011, you comment that the information you ask for should be readily held and frequently provided by travel management companies. These companies are indeed able to provide the **total** spend. We do not hold information in such a way as to provide a separate total for directors and a separate total for staff. As such, the information is not available and would exceed the appropriate limit, as described above. Within the fees limit we are able to provide the total spend without any breakdown. Please let me know if you wish to receive this.

The information we do have available free of charge is the Travel and Subsistence guide (see Appendix 1) and the vehicle rental spend for each of the financial years as follows:

HMRC Vehicle rental spend		
	Directors	Staff
2008/09	£4078.17	£2,231,934.46
2009/10	£1807.17	£1,620,014.31
2010/11	£799.55	£892,999.38

If you are not happy with this reply you may request a review by either e-mailing [xxx.xxxxxx@xxxx.xxx.xx](mailto:xxx.xxxxxx@xxxx.xxx.xx) or by writing to: HMRC FOI Team, Room 1C/25, 100 Parliament Street, London SW1A 2BQ. You must request a review within 2 months of the date of this letter. It would assist our review if you set out which aspects of the reply concern you and why you are dissatisfied.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the review procedure provided by the department. He can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. E-mail: [xxxxxxxx@xxx.xxx.xxx.uk](mailto:xxxxxxxx@xxx.xxx.xxx.uk)

Yours sincerely

**Andrew Cullenaine**

Commercial Manager, Travel & Transport

# HR43201 Travel and subsistence: overview

This guidance is for all staff and managers, and applies to travel in the UK and overseas. It provides information on the following:

- HMRC sustainable travel policy
- How we can deliver our business sustainably
- Avoiding travel
- Travelling differently
- What is meant by 'Detached Duty'
- Your responsibilities before travelling
- 'Reasons for travel' categories
- Detached duty: Travel to long-term temporary postings
- Service Charges and Gratuities
- Free travel offers and travel incentive schemes
- Claiming expenses
- Employees with a disability

### ***HMRC Sustainable travel policy***

HMRC is committed to adopting more sustainable travel behaviours. Travel plays an important role in delivering many aspects of our business, but travel can also have a negative impact on the environment and on your work life balance. We are working to improve our travel management so that we can contribute to the Government's Sustainable Development Objectives. This will help reduce the impact of climate change.

### ***How we can deliver our business sustainably***

There are two straightforward ways in which you can build improving sustainability into the way you do your work:

- you can avoid travelling in the first place. For internal meetings your starting point should be that the meeting can be delivered effectively by either telephone or video conferencing. If you are responsible for setting up meetings you should take the lead on this. If meeting attendees ask to use telephone or video conferencing you should do all you can to achieve this.
- if you have to travel you should use more sustainable modes of transport. Train, tube and bus are the most sustainable options. Meetings should wherever possible be set up in locations with public transport access. If public transport will not work for your journey and you have to use a car, then hire or pool cars are only up to 4 years old and likely to be greener than your private vehicle.

### ***Avoiding travel***

Avoiding travel is about minimising your need to travel to meet your objectives. You can change your working practices and help develop a culture which supports not travelling.

Travel for business can be essential in many circumstances. Before you travel or ask others to travel you must decide whether your objective can be achieved using alternatives. Telephone and video conferencing are already used within HMRC. A well run teleconference can be

virtually as effective as a face to face meeting but saves 95% of the cost in expenses and staff time spent travelling.

## ***Travelling differently***

Where you have to travel the challenge is in deciding the best travel option that balances:

- Financial cost
- Personal convenience and comfort
- Environmental impact

Walking and cycling are the travel options with least environmental impact. Public transport is next best, followed by cars with more than two people or motorbikes. The most environmental damage is caused by flying or one person travelling alone in a car.

If you have to travel by car you should, wherever possible, share the journey with colleagues. You should also adopt smarter driving style which is best practice and includes making sure tyres are properly inflated and avoiding excessive speed. The travel and transport site provides links to HMRC's travel policies and information about sustainable travel and advice when driving at work.

### **See also**

travel and transport site

sustainable travel

advice when driving at work

## ***What is meant by 'Detached Duty'***

Detached duty is defined as any period of time that you work away from your permanent workplace at another temporary workplace on official business. Typically this will be to attend a business meeting, a trader's premises or perhaps a training venue at another location. However, the visit may sometimes be longer and involve one or more overnight stays or perhaps a trip abroad on HMRC business.

A permanent workplace will usually be a place that you attend on a regular basis in carrying out the duties of their employment. Most HMRC employees will have only one permanent workplace. This will normally be the office where you have been appointed to work following a successful job application or sideways placement on permanent terms, or when first joining HMRC. If you are unsure or there is any doubt as to your permanent workplace, you should discuss this with your manager.

There are taxation rules that need to be applied whenever you travel to temporary workplaces on detached duty and sometimes you will need to claim your travel, subsistence and accommodation expenses on a taxable basis. This will usually apply when you travel from home to the same work location on a regular basis to carry out a significant range of your duties, because, according to the tax rules, that location may have become a second permanent workplace. Whenever this occurs, the expenses you can claim will be liable to tax and National Insurance Contributions (NICs) and should be claimed using the taxable expense types in Online HR.

For further guidance on the taxation rules and how this will affect your T&S expense claims, please refer to 'Official travel – taxation implications [HR43213]'.

### ***Your responsibilities before travelling***

Before you organise any travel you must be clear about the business justification for your journey. Your manager will make clear, as part of your team's business planning, when travel is appropriate and when you should use alternatives.

Use the travel decision chart (PDF 30kb) to assist you through this process. For a text version, refer to travel decision chart - text version (PDF 25kb)

If you then  
take into account the following before you decide to travel:

- the operational need for the meeting
- whether you are meeting external customers, in which case face to face meetings are more likely to be appropriate
- whether you are meeting HMRC colleagues, in which case telephone or video conferencing are more likely to be the most effective option
- whether you can deliver your business effectively in a different way:
  - by telephone conferencing
  - by e-mail or shared folders
  - by video conferencing
- whether you are able to manage your diary to have more than one meeting during the day
- the full cost of the journey, including car parking costs, taxi fares and other incidental travel costs
- the cost of hotel accommodation and meals
- the amount of official time you would spend travelling
- the environmental impact of travel
- your health, well being, safety and work-life balance.

decide there is  
a business  
case to justify  
travel

use the most cost effective, practical and sustainable travel option for your journey:

- normally this will be public transport where available, as the total cost including your work time will be less than by using a car. Bookings should be made through the official travel suppliers in accordance with 'public transport – using the official travel suppliers'.
- if driving is the most practical option for your journey, you should:
  - use a pool car if one is available
  - hire a car, which is the most economical car option if you are travelling 120 miles or more in a day
  - share if a colleague is doing the same journey
- only use your own vehicle if public transport or pool cars are not available or if hire cars would not be cost effective. If you use your own private vehicle, you can claim higher rate mileage allowance if you have not exceeded 10,000 business miles in any year
- if you choose to use your own private vehicle when other more cost effective travel options are available, you can only claim basic rate mileage allowance
- if you choose to use your own private vehicle when public transport is available and a practical travel option, you can only claim the basic rate mileage allowance but restricted to the actual cost of

have a  
business case  
to justify travel

standard class public transport fares and other associated travel costs that would have been incurred had you travelled by public transport if this is less.

For all planned journeys you should also ensure they comply with the risk controls set out in your team's health and safety: risk assessment and control.

When telephone conferencing and video conferencing, please refer to the best practice guidance (PDF 45.2 kb)

**Note:** Any expense claim you make could be subject to post payment checking and you will be asked to give the business justification for your journey. Your manager will be included in the post payment check and asked to confirm they agree the travel was appropriate.

**See also:**

How to...save money on travel and subsistence

### ***'Reasons for travel' categories***

When you make a booking using the official travel supplier, and later this year when you make your claim through Online HR, you will be asked to give the reason for your journey. There are six categories to select from:

- Category A: External: customer
- Category B: External: supplier/other government organisation
- Category C; Internal: customer
- Category D: Internal: management
- Category E: Training
- Category F: Long term detached duty

This will provide Business Units and HMRC with better management information about our travel patterns, sustainability and spend.

### ***Detached Duty: travel to long-term temporary postings***

A long-term temporary posting for day subsistence claim purposes is when you are expected to work at another temporary workplace on detached duty for more than two months.

If  
you are posted to another temporary office on  
a long-term detached duty basis, where you  
are aware from the start that

then

- the duration of your detached duty at the temporary office is likely to exceed 2 months, **and**
  - the temporary office is located **nearer** to your home than your permanent office
- you cannot claim day subsistence expenses or for the journey from home to the temporary office and return.

There are also taxation implications associated with detached duty. If you attend another workplace on a regular basis and carry out a range of your employment duties there, it is possible for this workplace to have become a 2nd permanent workplace under the taxation rules. In these circumstances, your travel and subsistence expense claims between your home and the 2nd permanent workplace will be liable to tax and National Insurance Contributions. Further guidance is available under Travel & Subsistence: tax liability.

### ***Service Charges and Gratuities***

You may claim back the cost of service charges added by a restaurant to your meal bill, but the total amount you can claim must be restricted to the actual cost of the meal, including any service charge, up to the maximum limit of the respective meal allowance.

You may also claim reimbursement of gratuities paid at your own discretion when taking a meal in a restaurant of up to 10% of the cost of the meal, provided these amounts are included on your meal bill. The total amount you can claim must be restricted to the actual cost of the meal, including any gratuities, up to the maximum limit of the respective meal allowance.

You may also claim reimbursement of discretionary gratuities paid to taxi drivers up to 10% of the cost of the fare. Again, these amounts must be included on the taxi fare receipt.

All service charges and gratuities must be receipted. You cannot claim reimbursement of discretionary gratuities that are not covered by expense receipts.

### ***Free travel offers and travel incentive schemes***

You cannot benefit from offers, gifts, incentives or hospitality of any kind offered by third parties, which arise from your employment as a public servant and employee of HMRC. In all cases refer to the guidance on Gifts, hospitality and other benefits and speak to your manager before accepting.

### ***Claiming expenses***

**Claim only what you are entitled to claim in accordance with the T&S guidance.** If you make a mistake, tell your manager immediately and correct the error as soon as possible. If you make a false claim, disciplinary action will be taken against you. Criminal prosecution may also be considered. For further information refer to the Code of Conduct Statement.

**Obtain receipts and maintain your own personal record of all expenses incurred to support your claims.** Claim your expenses regularly. You should always aim to submit your claims as quickly as possible, with all claims to be submitted within 3 months of the date the expenses are incurred. This allows managers and budget holders to manage their resources more effectively. Exceptionally, if you were not able to obtain a receipt but the cost can be independently checked, such as bus or tube fares, you may claim but you will need to note the details on your claim.

**Retain all expense receipts (inclusive of gratuities or service charges) for 24 months.** You will need to support your claim with a record of your actual expenditure incurred with receipts. Any service charge or gratuity should be evidenced wherever possible by an entry on the bill or receipt. If an expense is taxable and you are required to include it on your Self-



Assessment return, then the law requires you to retain the receipts for 22 months from the end of the tax year. In the case of expenses vouchers this is the year in which reimbursement is made. For more information about which expenses are liable to tax and National Insurance Contributions and how these liabilities will be accounted for, refer to Travel & Subsistence: tax liability.

If you are claiming reimbursement of your T&S expenses via Online HR, please make sure you input each element of your expense claim under the correct online expense type category. Guidance to help you select the correct expense types under Claiming travel and subsistence expenses.

### ***Employees with a disability***

If you have a disability and need to be accompanied on official business by a carer then you can claim their appropriate travel and accommodation costs.

#### **See also**

Code of Conduct Statement

Travel & Subsistence: tax liability

Claiming travel and subsistence expenses

## **HR43202 Travel and subsistence: Travelling on Official Business**

- Overview
- Journeys you can and cannot claim for
- Expenses you can and cannot claim
- Official journeys starting or ending at your home
- Journeys when you carry official passengers
- Public transport
- Official and pool vehicles
- Hire cars
- Taxi
- Bicycle
- Using your private vehicle
- Official passengers in private or ACS vehicles

### ***Overview***

This guidance provides information on the use of different modes of transport when travelling on official business, including travelling as a passenger. You should read this guidance and agree with your manager the most appropriate means of transport in accordance with ‘your responsibilities before travelling’.

### ***Journeys you can and cannot claim for***

If you make	then
a journey while you are on official business	you can claim for this journey. Read the guidance below for more information.
certain non-business journeys, such as:	you may be able to claim for this journey. For more information read the non-business

<ul style="list-style-type: none"> <li>• additional attendance or emergency recall to work</li> <li>• starting work early or finishing late (including shift-work)</li> <li>• recall from leave</li> </ul>	travel guidance.
a journey between your home and your permanent workplace	you cannot claim for this journey unless specifically allowed by this guidance.

## ***Expenses you can and cannot claim***

### **Expenses for journeys you can claim:**

If	then you may claim
you travel from your permanent workplace on official business	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• the cost of public transport</li> <li>• the appropriate Assigned Car Scheme (ACS) mileage rate if travelling in an ACS vehicle</li> <li>• the cost of fuel purchased if using a hire car</li> <li>• the appropriate rate of private motor mileage allowance provided both: <ul style="list-style-type: none"> <li>○ your manager approves the use of your private vehicle</li> <li>○ it meets the Department's ownership and insurance requirements.</li> </ul> </li> </ul>
you travel from your permanent workplace on official business and it is appropriate	<ul style="list-style-type: none"> <li>• miscellaneous costs, for example car parking, congestion charges or tolls</li> <li>• driver passenger supplement and equipment supplement</li> <li>• actual additional cost of meals up to the limit of the day subsistence rates.</li> </ul>
you travel from your permanent workplace on official business and you need to stay away overnight from your home	<ul style="list-style-type: none"> <li>• short-term bed and breakfast costs up to a maximum limit or long-term accommodation costs up to a maximum limit</li> <li>• actual cost of lunch and dinner up to a maximum limit, provided you spend more than you would normally spend on these meals at your permanent workplace/home</li> <li>• actual unavoidable personal expenses incurred up to the limit of the Personal Expenses Allowance (see UK travel and subsistence rates).</li> </ul>

### **Expenses for journeys you cannot claim:**

If	then
your vehicle does not meet HMRC's insurance requirements	you cannot claim mileage allowance.
expenses have been paid to you or are due to be paid to you by a third party	you cannot claim.

e.g. another government department or organisation	
you incur parking penalties	you cannot claim.
you incur parking excess charges	you cannot claim unless, exceptionally, the circumstances were beyond your control.

### **See also**

Your responsibilities before travelling

Non-business travel

UK night subsistence allowance

UK travel and subsistence rates

Motor insurance requirements

## ***Official journeys starting or ending at your home***

If you travel directly from home to or from your temporary workplace	then
by private vehicle, ACS vehicle or bicycle without going via your permanent workplace	<p>you can claim the lower of:</p> <ul style="list-style-type: none"> <li>• the actual miles travelled</li> <li>• the miles you would have travelled had your journey started and/or ended at your permanent workplace.</li> </ul>
by public transport	<p>you can claim the lower of:</p> <ul style="list-style-type: none"> <li>• the actual costs</li> <li>• the costs you would have incurred if your journey had started and/or ended at your permanent workplace.</li> </ul>
using a season ticket, (such as a zone card, senior railcard or bus rover ticket) that gives value for money by costing less than the fares that would normally apply to the journeys	you can claim for this cost.
using a season ticket which you already use to get to work, but which needs converting to cover additional areas which you would normally visit in the course of your duties	you can claim the extra cost if this is the most cost effective means of travel to those areas.
using a season ticket, which you already use to get to work and you do not have to pay any extra to carry out official duties	you cannot claim.
using a season ticket which you use to get to work, but you need to use a different form of transport for travel to temporary workplaces on official business	you can claim your actual travel costs.

## ***Journeys when you carry official passengers***

If you carry one or more official passengers on your journey, you can claim for some of the extra mileage incurred in collecting and dropping them off. The address of the first passenger you collect is treated as your first temporary workplace and you can claim the lower of:

- the actual miles travelled to collect the first passenger
- the miles you would have travelled to the first passenger's collection point had your journey started at your permanent workplace.

From this point onwards, you can claim the actual mileage travelled in collecting additional passengers and for the remainder of your journey to your temporary workplace(s).

For the return journey, if you travel home directly after dropping off your last passenger, the drop off point of the last passenger is treated as the last temporary workplace of your journey and from this point of the journey you can claim the lower of:

- the actual miles travelled from the last passenger's drop off point to your home
- the miles you would have travelled from your last passenger's drop off point to your permanent workplace had your journey ended at your permanent workplace.

You should always choose the most cost effective route to pick up and drop off official passengers to ensure the overall cost of your journey meets with normal value for money considerations. Always give consideration to collecting your passenger(s) either at your permanent workplace or theirs; or at a convenient pick up point close to the most direct route you would normally take for travelling to your destination had you travelled alone.

## ***Public Transport***

### **Using the official travel suppliers**

Normally you should book your rail, air and ferry tickets through HMRC's travel suppliers. To make a booking, please refer to the travel and transport website.

Use the travel suppliers to book tickets costing £25 or over (for the full fare) as HMRC will usually benefit overall from on-contract bookings despite being charged transaction fees, as advantage can be taken of

- discounted fares
- centralised payment processing and accounting.

You may also use the travel suppliers for bookings when travelling on official trade union business, but travel and subsistence costs for union representatives attending meetings with managers or undertaking trade union work will be the responsibility of the union and will not fall on HMRC.

The travel suppliers do not book:

- private travel or travel from your home to your permanent workplace
- season tickets
- tickets which cost less than £25.00 full fare.

**Note:** If a season ticket is the most cost effective means of paying for official travel, HMRC's travel supplier will advise you of this. In these circumstances, you will need to purchase the season ticket yourself and subsequently reclaim the cost.

## **Class of travel**

### **Class of travel by Rail**

Use **standard class travel for all rail journeys** irrespective of the journey time, unless you have reserved rights or are Grade 7 and above and fulfil the conditions to travel first class (see below). However, you may upgrade to first class travel by rail on the day if no standard class seats are available on the rail journey you are taking.

If you have your manager's approval before the journey takes place, and if	then
you have special needs that require you to travel at a higher class	you may travel first class.
there is a business need for you to travel with a colleague who may travel first class	you may travel first class.

**If you are Grade 7 or above**, you may travel first class by rail if **all** of the following requirements are met:

- your rail journey exceeds 2.5 hours on an outward or return rail journey, or when the total journey time within the same day is more than 5 hours, **and**
- there is a business benefit, **and**
- the travel is not for other purposes, for example attending an investiture or royal garden party.

**Note:** The 2.5 hour single journey time applies when only a single outward or return journey is travelled in a day and the journey time is measured according to the published departure and arrival times in the timetable. The 5 hour journey time within the same day is the actual journey time for all travel on that day. If you have reserved rights to first class travel, there is no requirement to apply these journey time rules.

### **Class of travel by air**

For travel by air, all staff should **use economy class travel for flights of 2.5 hours or less**. All staff may travel enhanced economy or business class by air if either:

- the flight exceeds 2.5 hours
- no economy seats are available for flights of 2.5 hours or less.

Exceptionally, you may travel first class if business class seats are not available on a specific flight exceeding 2.5 hours that you need to catch.

### **Reserved rights**

If you were a serving member of HMRC before 1 November 2006 and in one of the following grades at the date stated, then you may travel first class by rail if you consider there is a business benefit to do so. The qualifying grades are:

Category of staff	Qualifying Grade
HMRC staff (appointed between 1 April 2005 and 31 October 2006)	<ul style="list-style-type: none"> <li>• Band T and not reverted to Senior Officer or below at 1 November 2006</li> <li>• Band B (Grade 7) or above at 1 November 2006.</li> </ul>
Former IR staff	<ul style="list-style-type: none"> <li>• Band T at 1 November</li> </ul>

2006 and not reverted to Senior Officer or below

- Band B (Grade 7) or above at 1 November 2006
- Band C1 (Senior Officer) at 31/03/93
- Inspector of Taxes (Grade III) at 31/07/84.

Former C&E staff

SEO (Senior Officer) or above at 1 November 2006.

Former Credit and Disability Working Allowance Unit staff (formerly part of Benefits Agency)

Band C4 (Senior Officer) or above at 01/10/99.

Former Department of Works and Pensions staff in the Child Benefit Centre and former Northern Ireland Social Security Agency (NISSA) staff in the Child Benefit Office

Band C1 (Senior Officer) or above at 1 April 2003.

## Rail, bus and underground travel

You should make every effort to travel using the most cost effective fare and, where possible, take advantage of special and cheap fare schemes.

If

then

you are travelling to a number of different places in one day and it is the most cost effective option

you can buy and claim the cost of a **Travelcard**.

you travel regularly on official business and where it is cheaper than buying daily tickets

you can buy and claim the cost of a **season ticket**.

you qualify for a young person, senior or disabled railcard and can make savings for HMRC by using this for business travel

you can buy and claim the cost of the **railcard**.

you use your personal **season ticket** (where it covers your official journey or part thereof) and if this is cheaper than buying a separate ticket

you can reclaim any additional cost of converting or extending your season ticket to cover the official journey.

**Note:** The cost of executive travel packages for journeys on official business does not usually represent good value for money as there are normally alternative cheaper fare options that can be tailored to meet your needs. If you are thinking of booking an executive travel package, contact Carlson Wagonlit Travel to explore alternative cheaper travel fare options before making the booking.

### See also:

UK rail travel – general fare saving tips

Oyster card

## Air travel

You may travel by air on official business:

- within the UK if it is more cost effective than using other methods of transport, taking into account savings in subsistence and/or official time and your personal health, well being, work-life balance and HMRC's sustainable travel policies
- when you are going overseas (refer to guidance on short-term overseas travel and subsistence).

You may claim the cost of air flight baggage charges should these be separately levied by the airline.

**See also:**

Air travel – fare saving tips

## **Ferry travel**

If you need to travel by ferry on official business, you can:

- travel club or first class
- claim the full cost of a sleeping berth if you need one
- use alternative travel services such as eurotunnel or hydrofoil for official travel when the saving in subsistence and official time justifies its use.

**See also**

your responsibilities before travelling  
travel and transport site  
sustainable travel

## **Official and pool vehicles**

Using an official or pool vehicle is often the cheapest way to make your journey. However there may be tax and National Insurance Contributions (NICs) implications if you take an official or pool car home. For further information, contact your local pool car liaison officer or fleet manager or visit the Travel and Transport website .

Before you use an official or pool vehicle on official business, make sure you meet HMRC's requirements by referring to the Official Drivers Guide.

**See also**

tax and National Insurance Contributions (NICs)  
travel and transport site  
Official Drivers Guide.

## **Hire cars**

HMRC has arrangements in place for obtaining hire cars. These vehicles can provide a cost effective and convenient alternative for some long distance journeys. This particularly applies if you are travelling 120 miles or more in one day.

To book a hire car, visit the Travel and Transport website.

## **Taxi**

When you travel on official business you can use a taxi if:

- no other suitable method of public transport or private vehicle is available
- you have to take a large amount of personal luggage
- you have to carry bulky or heavy official documents or equipment
- you can demonstrate significant savings in official time
- it is necessary for your personal safety and well being.

## ***Bicycle***

You can claim pedal cycle mileage rate if you use your bicycle to travel on official business. See UK travel and subsistence rates.

### **The London cycle hire scheme**

If you are able to travel on official business in London by bicycle, you may wish to consider using the Cycle Hire scheme if this is a more cost effective alternative to using other forms of transport for your journey.

This is a public bicycle sharing scheme for travel in and around London, run by Transport for London and Barclays. It provides a greener, healthier and sustainable way to travel and is easy to use for short trips around London. It is available 24 hours a day, all year round and bicycles can be picked up and dropped off at special docking stations on a self service basis (you do not need to book). The scheme links in with HMRC actions to improve the wellbeing of our people and the department's sustainable travel policies.

Before using the Cycle Hire scheme you will need to agree with your line manager if this is the most cost effective and practical way for you to travel compared to other modes of transport (for instance using an oyster card on the tube). Your manager will also need to carry out a risk assessment to address any safety issues. If you use the scheme, you should give consideration to the Highway Code recommendation that cyclists should wear safety clothing and a helmet.

Further info can also be found at Highway Code rule 59 ([Web](#)).

You will only be able to claim reimbursement of cycle hire expenses relating to business journeys.

### **What is the cost of the cycle hire scheme?**

To hire a bike you will need to pay an access fee (which gives you the right to use the scheme) and a usage charge. You may claim reimbursement of the access fee if your primary reason for using the cycle scheme is for business travel.

If you normally use the cycle scheme for non-business travel, then you will not be able to claim reimbursement of the access fee. You may claim reimbursement of the usage charge for the time the bicycle is being used on official business only and not for any time the bicycle is being used for non-business reasons.

Cycle Hire scheme expenses should be claimed under the 'Other Travel Costs (NT)' expense type in Online HR and be accompanied by a brief explanation of your claim in the 'Comments' box. If the cost of your journey is taxable in accordance with the 'official travel – taxation implications' guidance, you should claim these costs under the 'Other Travel Costs (T)' expense type. The pedal cycle mileage rate cannot be claimed when using a hired bicycle.

You will not normally be allowed to claim reimbursement of fees incurred for damage, late return or non-return of the cycle. However, we will consider reimbursement if all reasonable



steps were taken to avoid such fees being incurred. Please contact the HR Service Centre for further advice.

More information about this scheme, including the location of docking stations, costs and other terms and conditions is available on the website 'Cycle Hire scheme'.

## ***Using Your Private Vehicle***

### **General conditions**

You can claim the appropriate rate of motor mileage allowance for using your private vehicle on official business if you satisfy the following conditions:

- your manager agrees that you can use it for that journey after having referred to the guidance 'your responsibilities before travelling'
- you hold a current and valid driving licence
- the vehicle is properly insured for business use
- you own the vehicle. If you do not own the vehicle you may still be able to claim basic rate mileage allowance (see below).

### **Action before you first use your car for a journey on official business**

Before you first use your car for a business journey, complete and sign a paper copy of the Driver Road Risk and Private Vehicle Insurance Declaration Form (see below) and hand it to your manager. Thereafter:

- your manager will check your driver's DVLA licence at six monthly intervals
- your manager will check your insurance details at least annually
- if you change your insurance provider or cover, you must show the new documentation to your manager before your next journey on official business
- produce the necessary insurance documentation upon request at any time.

### **Driver road risk and private vehicle insurance declaration form**

An officer, when using their private vehicle on official business, or travelling as an official passenger in another officer's car, is deemed to be on duty for the purpose of the Injury Benefit provisions of the Principal Civil Service Pension Scheme as framed under the Civil Service Injury Benefit Scheme. The officer is also covered by the Social Security (Contributions and Benefits) Act 1992, subject to the decision of the Statutory Authorities in a particular case. In other respects, provisions for injury or death due to an accident while an officer is using their private motor vehicle on official business is the officer's own responsibility.

Where an officer is paid mileage allowance, no liability will be accepted by the Department in the event of any accident, damage, injury or death, beyond that which would exist if the vehicle had not been used.

It is entirely the responsibility of the officer using their own motor vehicle on official business to ensure that their motor insurance cover is properly effective. If the officer learns that their cover is likely to fail e.g. because the insurance company cannot meet its liabilities, they must report the facts to the officer responsible for authorising their claims for mileage allowance. The officer must not use their vehicle on official business until a fresh valid declaration and undertaking has been completed and accepted by the authorising officer.

**See also**

your responsibilities before travelling

Driver road risk and private vehicle insurance declaration form (Word 139kb)

**Ownership of the vehicle**

You are regarded as owning the vehicle if one or more of the following applies:

- it is registered in the name of you or your partner
- it is being purchased by you or your partner on hire purchase terms
- you have hired a vehicle for private purposes.

**Motor Insurance requirements**

Before you claim any motor mileage allowance, you must ensure that your private vehicle is adequately insured and that your insurance policy covers the use of the vehicle on official business, including:

- bodily injury to or death of third parties, without financial limit for all sums you are legally responsible for
- bodily injury to or death of any passenger, without financial limit for all sums you are legally responsible for
- damage to the property of third parties.

What this means is that if your motor insurance policy complies with Section 145 of the Road Traffic Act 1988 then it will meet HMRC's insurance requirements in respect of the above risks.

This is because Section 145 requires all 'authorised insurers' to provide drivers / owners of vehicles registered for road use in the UK with unlimited third party injury cover for bodily injury to or death of third parties and passengers.

The Act (as amended in June 2007) also requires 'authorised insurers' to provide a minimum level of cover of £1 million for damage to the property of third parties.

An 'authorised insurer' is a person or body of persons carrying on insurance business within the terms of the Insurance Companies Act, 1982 and is a member of the Motor Insurers' Bureau.

Insurers usually go well beyond the requirements of the Act and most motor insurers provide unlimited financial cover for third party injury/death (because this is compulsory) and sometimes up to £20 million for damage to the property of third parties.

Additionally, you should check with your insurer to ensure they do not consider your receipt of mileage allowance and/or passenger supplement constitutes use for 'hire or reward'.

If your private vehicle insurance does not meet these insurance requirements, you should **not** use your private vehicle for official travel, nor claim any motor mileage allowance or the notional cost of the journey by public transport.

**Insurance and carrying public money and official equipment**

If you use your vehicle on any duty which involves carrying public money or official equipment you must ensure that your insurance cover will not be affected by this use. You are not required to get special insurance to cover these risks.

### **Insurance and car parking expenses**

If you use your vehicle on any duty that requires you to park at a railway station or car park near to the station, you can claim reimbursement for car parking costs without meeting the HMRC insurance requirements, but it is your own responsibility to check your insurance contains the appropriate level of cover for this risk.

### **Using your partner's vehicle**

If you use a vehicle owned by your partner, the insurance policy must satisfy the above insurance requirements.

### **Use of your private vehicle by others on official business**

You can still claim mileage allowances subject to the normal conditions when either:

- you travel on official business in a vehicle you or your partner own but it is being driven by your partner or another person
- your vehicle is being used on official business but without you in it, for example, because someone is driving it to pick you up from an airport.

However, you should ensure that the insurance held allows the driver to use the vehicle and that the insurance requirements above are met.

### **HMRC Liability**

You don't have to hold comprehensive insurance covering damage or loss of your car or motor cycle in order to be paid the higher rate mileage allowance.

However, payment of any mileage allowance is on the clear understanding that **HMRC accepts no liability** in relation to any accident, damage, injury or death beyond that which would exist if your car or motor cycle had not been used.

If you make a claim on your insurance, HMRC will not refund any excess that you have to pay.

**Note:** HMRC does not have any liability to compensate you for loss or damage to your personal property when travelling on official business. You should make your own personal arrangements to insure your personal property. HMRC will not refund the cost of your insurance premiums.

### **Basic rate mileage allowance**

The rate of mileage allowance you can claim depends on the type of journey and the reason for using your vehicle.

You may claim the basic rate mileage allowance when one of the following apply:

- when you could make the journey by public transport, pool or hire car but you choose to use your vehicle for your own convenience. In this case you may claim basic rate mileage but only up to the actual cost of standard class public transport fares and other associated travel costs that would have been incurred had you travelled by public transport
- when your manager agrees that making the journey by private vehicle is the most appropriate way to travel, and your private vehicle meets HMRC's insurance requirements but not its ownership requirements.

## **Higher rate mileage allowance**

Provided you meet HMRC's insurance and vehicle ownership requirements you can claim higher rate mileage allowance for the first 10,000 miles in any tax year either:

- when you travel on official business, and your manager agrees that using a private motor vehicle is the most appropriate way to travel after having referred to the guidance 'your responsibilities before travelling'
- if you are disabled, or have a temporary loss of mobility, and cannot use public transport for that journey, and you meet HMRC's insurance requirements. It is not necessary for you to meet the vehicle ownership requirements in these circumstances.

## **Recording your mileage**

Keep a running total of your mileage to the nearest mile to show what your mileage is in any tax year. You can claim higher rate mileage allowance for the first 10,000 miles in any tax year and basic rate mileage allowance for subsequent miles.

The limit of 10,000 miles in any tax year does not apply to motorcycles.

## **Other travel costs: parking, tolls, congestion charges and ACS car running costs**

You can claim the cost of reasonable expenses incurred on parking, tolls and congestion charges when travelling away from your permanent workplace on official business.

If you brought your car to work for the sole purpose of using it on official business that day, because it is cost effective to do so, then you can claim for parking incurred at the office.

Assigned Car Scheme (ACS) vehicle owners can claim for the cost of engine oil and screen wash expenditure incurred outside normal vehicle servicing as these are not covered by the ACS mileage rates.

**Note:** You cannot claim for any parking penalties.

You cannot normally claim for any parking excess charges that you incur, but they can be claimed on an exceptional basis if the circumstances giving rise to these were beyond your control.

## **Using your private vehicle airside**

If you use your private vehicle on official business at any airport, in areas where aircraft have access, HMRC is liable for full comprehensive insurance cover and so will be responsible for damage to your vehicle, personal injury and damage to property.

**Note:** You must get your manager's approval to become an authorised airside driver and have an airside pass before taking your private vehicle airside.

## **Carrying equipment**

If you carry official equipment in your private car that will not fit in the boot, you can claim the Equipment Supplement in recognition of any wear to your car's interior.

You cannot claim this allowance if you are travelling in an ACS vehicle, pool car, official vehicle or hire car.

For your own health and safety ensure that any equipment you carry is securely fastened and does not in any way impede your ability to drive. Ensure also that it does not affect your vehicle insurance. If you are in any doubt, hire a car or use a pool car that has a boot large enough to carry the equipment safely and securely.

## ***Official passengers in private or ACS vehicles***

### **Driver carrying passengers**

If you have approval to make an official journey in your private vehicle or Assigned Car Scheme (ACS) vehicle, you may carry official passengers whose travel costs would otherwise be paid by HMRC and claim **Driver Passenger Supplement** for each passenger. See UK travel and subsistence rates.

You will need to show the name and PIDs of all official passengers on your claim.

### **Travelling as a passenger**

If you travel as a passenger on official business in a colleague's private vehicle or ACS vehicle (but not in a pool or hire vehicle), you may claim the **Non-Driver Passenger Supplement** for the duration of your journey as a passenger in the vehicle. You will need to show the driver's name on your claim. See UK travel and subsistence rates.

This payment is liable to tax and National Insurance Contributions (NICs).

### **Being dropped off or picked up at a railway station or airport**

If you are dropped off at or picked up from railway stations, airports etc by a family member or friend you may claim the appropriate mileage rate for the return journey if both the following apply:

- this provides value for money, and
- the driver and vehicle meet our insurance and ownership requirements.

### **Diverting to pick up an official passenger**

If, as part of your official journey, you need to divert from your direct route to pick up an official passenger, you will be able to claim for the extra mileage incurred, provided that the resulting journey and costs provide value for money

Refer to journeys when you carry official passengers in the 'Travel and subsistence: overview'.

## See also

UK travel and subsistence rates

Travel and subsistence: overview

# HR43203 Travel and subsistence: Non-business travel

- Overview
- Attending job interviews and examinations
- Additional attendance at your normal office and emergency recall to work
- Recall from leave
- Reserved travel rights for staff under 21 years of age
- Starting work early or finishing late (including shift work)
- Travel delays and compensation from the transport company
- Travel during a public transport emergency
- Child and adult care assistance
- 
- **How to claim expenses for non-business travel**
  - Overview
  - Attending job interviews and examinations
  - Additional attendance at your normal office and emergency recall to work
  - Recall from leave
  - Reserved travel rights for staff under 21 years of age
  - Starting work early or finishing late (including shift work)
  - Travel during a public transport emergency
  - Child and adult care assistance
  - Using taxable expense types in Online HR
- 

## Overview

**Non-business travel** relates to journeys that are not official travel or where part or all of the journey represents commuting from home to work.

## *Attending job interviews and examinations*

You can claim the cost of your journey to attend an HMRC job interview and/or examination and for a Civil Service post, unless the job advert indicates that you attend at your own expense.

Subject to any alternative conditions specified in the job advert, you will be expected to:

- take advantage of any cheap fares which may be available
- limit your claim to the cost of standard class rail fares from your home to the nearest place where the interview or examination is being held
- use the basic rate mileage allowance if travelling by private vehicle, but limit your claim to the cost of standard class rail fares to the nearest place where the interview or examination is being held.

These expenses are **non-taxable**.

## ***Additional attendance at your normal office and emergency recall to work***

Additional attendance at your normal office and emergency recall to work is where you:

- stay later than normal at your workplace to deal with an emergency, or
- are required to make an additional journey to attend work outside your normal start or finish times to deal with an emergency and this is not part of your normal working pattern

You can claim one of the following:

- actual public transport fares or taxi fares if public transport is not available or appropriate for your journey
- basic rate mileage allowance
- higher rate mileage allowance if the journey is not practical by public transport.

Payments are normally **liable to tax and National Insurance Contributions (NICs)**.

Payments will **only** be made if the additional attendance is clearly outside what would normally be expected from you in carrying out your work duties.

If

your additional attendance is part of a **regular rostered commitment**, including overtime during the week or at weekends  
you are receiving other allowances which take account of **irregular attendance and hours**

**exceptionally**, you have to perform duties at home, such as provide advice on handling a situation before you start your journey, and you have **continued responsibility for the emergency while you are travelling**

then

you cannot claim.

you cannot claim.

you may claim for the travel expense payment and it may not be taxable. Contact the HR Service Centre (HR Enquiries) for further advice.

## ***Recall from leave***

**Exceptionally**, there may be occasions when you are on leave and your manager asks you to return to work to carry out official duties.

If

you or your manager could not foresee the need for you to attend work when arranging and approving your leave

your manager approved your leave on the basis that a recall to work was a possibility but you needed to make holiday arrangements

you are returning from leave to attend a job interview

then

you can claim costs in accordance with 'What you can claim' below.

you can claim costs in accordance with 'What you can claim' below.

you cannot claim reimbursement of costs.

**What you can claim:**

- travel and necessary overnight accommodation for you to return to your home and for other family members who need to return with you
- costs unavoidably incurred through curtailment/cancellation of your holiday
- travel and necessary overnight accommodation for you and your family to return to where you were originally recalled from leave if you are able to continue your holiday itinerary as originally planned.

All payments are liable to tax and National Insurance Contributions (NICs).

## ***Reserved travel rights for staff under 21 years of age at 1 November 2006***

### **Taking up a new post (staff under 21)**

If you are single and your first appointment within HMRC was before 1 November 2006, then you can claim:

- for your initial journey to take up duty at your new location post if it is beyond reasonable daily travel from your home
- and hotel bed and breakfast costs up to the prescribed limits if you have to travel overnight on your initial journey to your new location.

Your travel costs, including those for travel by air or private vehicle, will be paid within the limit of the standard class rail or boat fares by the most direct route.

These payments are **not** liable to tax or National Insurance Contributions (NICs).

A copy of your letter of appointment should be retained as evidence of your entitlement to claim.

### **Assisted journeys home (staff under 21)**

If you are first appointed or transferred to a work location so far away that you have to live in rented accommodation, you can claim the travel costs for one journey home every four months. Your claims will be restricted to the limit of standard class rail or boat fares by the most direct route. They will start from the date of your first appointment or transfer and will end when you reach the age of 21.

“**Home**” means your family home, a relation’s home if your family live abroad, or, if you have been living abroad, your point of arrival in the UK.

These payments are liable to tax and NICs. The Department will meet any tax liability you incur, but you will have to meet your liability for NICs.

### **Privilege journeys home (staff under 21)**

If you are single and permanently transferred from your family home, you can claim weekly travel costs home while you are receiving overnight expenses (refer to UK short-term night subsistence: up to 30 nights).

When this period has ended, you can subsequently claim the travel costs for six privilege journeys over 12 months from the date of your transfer, with intervals of at least one month



between each journey. After the first 12 months, you can claim three journeys each year until you reach the age of 21.

Your claim for each journey will be restricted to the limit of standard class rail or boat fares by the most direct route.

Payments for the cost of privilege journeys in the first 12 months after transfer are not subject to tax or NICs. Your claims for privilege journeys made after the first 12 months will be liable to tax and NICs. The Department will meet any tax liability you incur, but you will have to meet your liability for NICs.

### **See also**

reasonable daily travel

UK short-term night subsistence: up to 30 nights

## ***Starting work early or finishing late (including shift work)***

If you normally travel to work by public transport, you can claim the cost of a taxi to or from your home and workplace if either:

- you are exceptionally required to start work/your shift earlier or finish later than normal, and public transport is not available because of the times that your duties start or finish
- you feel it is unsafe to travel by public transport at the time of your journey.

Always share a taxi wherever possible.

If you already receive any allowance to cover travel of this nature, then you will not be able to claim these taxi fares.

These payments are normally taxable and liable to National Insurance contributions (NICs). However if you are required to work later than 9pm on fewer than 60 occasions a year and not as part of a shift or roster pattern, the payment for your journey home will not be taxable. Contact the HR Service Centre (HR Enquiries), for further advice.

## ***Travel delays and compensation from the transport company***

If you experience delays to your rail or air journey and you arrive more than one hour late at your destination station/airport, you may be entitled to compensation from the transport company.

If	then
all or part of the delay took place outside your normal working hours	you may <b>claim and retain</b> any compensation.
all or part of the delay took place outside your normal working hours and you are paid travelling time for the hours you were delayed	you may <b>not</b> claim any compensation.
all or part of the delay took place outside your normal working	you may <b>not</b> claim any

hours and you take time off in lieu for the hours you were delayed

compensation.

the delay took place within your normal working hours

you may **not** claim any compensation.

In circumstances where you may not claim and retain any compensation, you should obtain a claim form from the transport company and send the completed form together with your travel tickets to Carlson Wagonlit Travel who will claim the compensation on behalf of HMRC.

For additional information refer to the Code of conduct statement for further guidance on:

- retaining compensation (refer to Gifts, hospitality and other benefits) what you can and cannot do if you are given membership of a frequent traveller scheme through purchasing travel tickets from a travel company.

### **See also**

Code of conduct statement

Gifts, hospitality and other benefits

## ***Travel during a public transport emergency***

You can claim the extra travelling expenses you incur in travelling between your home and normal office when public transport is seriously disrupted by industrial action, provided that:

- the action continues for 3 or more working days during the same dispute - though not necessarily on consecutive working days
- you do not claim unnecessary or avoidable expenses
- your journey from home to office is more than 4 miles, except if there are special reasons for claiming for a shorter distance, for example, if you have a disability.

**Note:** If there is industrial action for only 1 or 2 working days in the same dispute, you cannot claim extra travel costs for these days.

These expenses are liable to tax and NICs. HMRC will meet the tax liability you incur, but you will have to meet your liability for NICs.

## ***Child and adult care assistance***

If you are required to change your normal working pattern on a temporary basis you may be able to claim the cost of additional short-term child or adult care costs incurred.

### **See also**

Carers: Overview

## ***How to claim expenses for non-business travel***

### **Overview**

This guidance provides advice on what details to enter when making a travel and subsistence claim in Online HR for **non-business related travel** and should be read in conjunction with the how to submit a travel and expenses claim and the Non-business travel policy guidance.

**Note:** Claims should be made using Online HR – Travel and Expenses. If you do not have access to Online HR or if you are an alternative user you may follow the manual procedure using how to complete a manual Travel and Subsistence claim form. Make sure you input each element of your expense claim under the correct online expense type category.

Additional guidance to help you select the correct expense types can be found under:

Enter Mileage Details in Online HR and Record Expense Receipts in Online HR

Using taxable expense types (below)

### **Attending job interviews and examinations**

These expense payments are non-taxable.

If	then
you travel by motor vehicle	claim your mileage expenses in the ' <b>Mileage Details</b> ' section but only if the total cost after applying the basic rate mileage allowance is below the cost of the standard rate rail fare for this journey (except if the journey cannot be made by public transport - see below).
you travel by motor vehicle and the total cost by motor vehicle is equal to or above the standard class rail fare	the cost of the standard rate rail fare should be entered under ' <b>Other Travel Expenses (NT)</b> '.
the journey cannot be made by public transport	enter the actual mileage you are claiming under ' <b>Miles driven</b> ' if you travel by motor vehicle.
you travel by public transport	enter your claim details in the ' <b>Record Expense Receipts</b> ' section under the appropriate expense type. For example, use the 'Rail Fare – Standard' expense type if you travel by standard class rail.

Claim other associated travel and subsistence expenses under the appropriate expense types in the '**Record Expense Receipts**' section.

**Note:** Enter the narrative '**Attending job interview**' or '**Attending job exam**' in the '**Business purpose**' box to indicate the nature of your claim.

### **Additional attendance at your normal office and emergency recall to work**

These payments are normally taxable and liable to NICs. Exceptionally if you have to perform duties at home, such as provide advice on handling a situation before you start your journey, and you have continued responsibility for the emergency while you are travelling, the travel expense payment may not be taxable. Contact the HR Service Centre (HR

Enquiries) for further advice.

Read the further information on using taxable expense types in Online HR below.

If you travel by motor vehicle, claim your mileage expenses at the appropriate rate of mileage allowance in the '**Mileage Details**' section. Claim for other types of travel expenses in the '**Record Expense Receipts**' section.

Enter the narrative '**Additional attendance at work**' or '**Emergency return to work**' in the '**Business purpose**' box to indicate the nature of your claim.

## Recall from leave

These expenses are taxable and liable to NICs.

If	then
you travel by motor vehicle	claim your mileage expenses in the ' <b>Mileage Details</b> ' section.
you incur other travel and subsistence expenses	claim these in the ' <b>Record Expense Receipts</b> ' section.
you have to pay for overnight accommodation.	claim reimbursement of accommodation costs under either the 'Rent Allowance (T)' or 'Hotel B&B – UK (T)' expense types. Include a brief explanation in the 'comments' box.

Claim other associated travel and subsistence expenses under the appropriate expense types in the '**Record Expense Receipts**' section.

**Note:** Enter the narrative 'Recall from leave' in the 'Business purpose' field to indicate the nature of your claim.

## Reserved rights for staff under 21 years of age at 1 November 2006

### Taking up a new post (staff under 21)

These payments are not liable to tax or NICs

Your travel costs, including those for travel by air or private vehicle, will be paid within the limit of the standard class rail or boat fare by the most direct route. If you travel by rail, claim your rail fares under the '**Rail Fare - Standard (NT)**' expense type in Online HR. If you travel by boat, claim your fares under '**Other Travel Expenses (NT)**'.

If	then
you travel by any other form of transport	claim your travel expenses in the ' <b>Record Expense Receipts</b> ' section under the appropriate expense type. For example, use the ' <b>Air fare – UK (NT)</b> ' expense type if you travel by air.
the cost of travel is above the standard class rail fare	claim the amount of the standard class rail fare under the ' <b>Rail fare – Standard (NT)</b> ' expense type.
the journey cannot be made by rail	claim the actual cost of your journey under the travel expense type that you used for your journey.

Claim other associated travel and subsistence expenses under the appropriate expense types in the 'Record Expense Receipts' section.

**Note:** Enter the narrative 'Taking up a new post – staff under 21' in the 'Business Purpose' box to indicate the nature of your claim.

**Assisted journeys home (staff under 21)**

These payments are liable to tax and NICs.

If	then
you travel by rail	claim your rail fares under the ' <b>Rail Fare - Standard (T)</b> ' expense type.
you travel by boat	claim your fares under the ' <b>Other Travel Expenses (T)</b> ' expense type.
you travel by motor vehicle	claim your mileage expenses in the ' <b>Mileage Details</b> ' section, but only if the total cost after applying the appropriate mileage rate is below or equal to the cost of the standard rail fare or boat fare for this journey (whichever is the lower).
the total cost by motor vehicle is above the standard rail fare or boat fare	the cost of the standard rate rail fare or boat fare (whichever is the lower) should be entered under either the ' <b>Rail fare – Standard (T)</b> ' or ' <b>Other Travel Expenses (T)</b> ' expense types.
the journey cannot be made by rail or boat	enter the full mileage you are claiming under ' <b>Miles driven</b> ' if you travel by motor vehicle.
you travel by any other form of transport	claim your travel expenses in the ' <b>Record Expense Receipts</b> ' section under the appropriate expense type. For example, use the ' <b>Air fare – UK (T)</b> ' expense type if you travel by air.
the cost of travel is above the standard class rail fare or boat fare	the amount of the standard class rail fare or boat fare (whichever is the lesser) should be entered under either the ' <b>Rail fare – Standard (T)</b> ' or ' <b>Other Travel Expenses (T)</b> ' expense types.

**Note:** Enter the narrative 'Assisted journeys home – staff under 21' in the 'Business Purpose' box to indicate the nature of your claim.

**Privilege journeys home (staff under 21)**

If	then
your claim relates to journeys taking place within the first 12 months of your posting	use the non-taxable (NT) expense types.
your claim relates to the period thereafter and until you reach the age of 21	use the taxable (T) expense types.
If	then
you travel by rail	claim your rail fares under the appropriate ' <b>Rail Fare - Standard</b> ' expense type.
you travel by boat	claim your fares under the appropriate ' <b>Other Travel Expenses</b> ' expense type.
you travel by motor vehicle	claim your mileage expenses in the ' <b>Mileage Details</b> ' section, but only if the total cost after applying the appropriate mileage rate is

	below or equal to the cost of the standard rail fare or boat fare for this journey (whichever is the lower).
the total cost by motor vehicle is above the standard rail fare or boat fare	the cost of the standard rate rail fare or boat fare (whichever is the lower) should be entered under either the ' <b>Rail fare – Standard</b> ' or ' <b>Other Travel Expenses</b> ' expense types.
the journey cannot be made by rail or boat	enter the full mileage you are claiming under ' <b>Miles driven</b> ' if you travel by motor vehicle.
you travel by any other form of transport	claim your travel expenses in the ' <b>Record Expense Receipts</b> ' section under the appropriate expense type. For example, use the ' <b>Air fare – UK</b> ' expense type if you travel by air.
the cost of travel is above the standard class rail fare or boat fare	the amount of the standard class rail fare or boat fare (whichever is the lesser) should be entered under either the ' <b>Rail fare – Standard</b> ' or ' <b>Other Travel Expenses</b> ' expense types.

**Note:** Enter the narrative '**Privilege journeys home – staff under 21**' in the '**Business Purpose**' box to indicate the nature of your claim.

### Starting work early or finishing late (including shift work)

These payments are normally liable to tax and NICs. However if you are required to work later than 9pm on fewer than 60 occasions a year and not as part of a shift or roster pattern, the payment for your journey home will not be taxable. If you have any doubt about the taxable nature of your expense claim, you should seek advice from the HR Service Centre (HR Enquiries) before making your claim.

Claim your appropriate taxi expenses under '**Taxi fares**' in the '**Record Expense Receipts**' section.

Enter the narrative '**Starting work early**' or '**Finishing work late**' in the '**Business purpose**' box to indicate the nature of your claim.

### Travel during a public transport emergency

These expenses are liable to tax and NICs.

Claim your additional travel expenses in the '**Record Expense Receipts**' section under the appropriate expense types.

Enter '**Travel during a public transport emergency**' in the '**Business Purpose**' to indicate the nature of your claim.

### Child and adult care assistance

If you are required to change your normal working pattern on a temporary basis you may be able to claim the cost of additional short-term child or adult care costs incurred.

### **See also**

Process - Obtain support for care

How to - Claim for additional care costs [HR82006]

### **Using taxable expense types in Online HR**

In most instances, your default expense settings on the system will allow you to view non-taxable (NT) expense types and you may not be able to view the taxable (T) expense types.

If taxable expenses are to be claimed and you are not able to view these on the system, you or your manager should contact either of the names below, to update your non-taxable/taxable expense type settings. Once updated, you will be able to view the relevant expense type options to enable you to make your claim.

## **HR43204 Travel and subsistence: UK day subsistence expenses**

- What you may claim
- Limits to entitlement to day subsistence
- Continuous detached duty of more than two months
- Refreshments for business contacts
- Unplanned late working
- How to claim UK day subsistence

### ***What you may claim***

If you are required to attend work away from your home or permanent workplace on official business at a detached duty location that is five miles or more away from your permanent workplace by the most direct travel route, and you incur a cost that is more than you would normally have incurred at home or your office, you may claim:

- the actual expenditure on a meal up to the limit of the **One Meal Allowance**, provided you are away for more than 5 hours
- the actual expenditure on meals up to the limit of the **Two Meal Allowance**, provided you are away for more than 10 hours
- the actual expenditure on meals up to the limit of the **Three Meal Allowance**, provided you are away for more than 13 hours
- the actual expenditure on a meal up to the limit of the **Main Meal Allowance**, provided you are away overnight on official business. You can claim this allowance together with the One Meal Allowance or Two Meal allowance if appropriate. Using the main meal plus one meal or main meal plus two meal expense types in Online HR you can claim up to the overall limit, purchasing your meals at times convenient to you. This flexibility is intended to allow you to purchase meals during the course of the day for example having your main meal at lunchtime if appropriate. It would not be appropriate to claim for one meal using the total allowances for the day.

For details of meal allowance limits, refer to the UK travel and subsistence rates.

These meal allowances apply to one day trips as well as trips involving an overnight stay.

You can also claim day subsistence expenses if you are on sickness absence while staying overnight at a temporary workplace and unable to travel home.

**Note:** A meal is defined as a combination of food and drink.

If

then

more than one refreshment break is taken on a journey where you are away for more than 5 hours, provided that both food and drink are taken

you can claim the total actual cost of these up to the limit of the **One Meal Allowance**.

The same principle applies if the journey is longer, in that the actual meal costs up to the limit of the **Two Meal Allowance** or the **Three Meal Allowance** can be claimed.

you attend a temporary workplace on detached duty where lunch is provided free of charge

you may claim the:

actual cost of one meal up to the limit of the **One Meal Allowance** provided you are away for more than 10 hours

**Two Meal Allowance** if you are away for 13 hours.

it is necessary for you to return from a detached duty location by train outside your normal working hours and in order to purchase hot food you need to take the full restaurant service because the range of hot food available elsewhere on the train is limited

you can claim the actual cost of food and drink up to the limit of the **Main Meal Allowance**.

it is necessary for you to return from a UK detached duty location by air outside your normal working hours and you have had no opportunity to purchase hot food other than at the airport terminal

you can claim the actual cost of food and drink up to the maximum of the **Main Meal Allowance**.

The timetabled arrival time at your final destination railway station/airport will determine whether the return journey is outside your normal hours.

you are eligible to claim a meal allowance but it makes better sense for you to return to your normal workplace for your meal

you can claim either your fare or your appropriate rate of mileage allowance up to the maximum limit of the meal allowance you could have claimed.

The **Main Meal Allowance** only applies to a meal purchased on the train or at the airport terminal during an evening return journey and when the time spent away from your permanent workplace on official business is more than 10 hours. Your normal working hours are those that you usually work which you and your manager have agreed. Check with your manager before your journey takes place that you are able to make exceptional claims of this nature.

If you visit a number of places, but only some are more than five miles away from your office, and have been away from your normal workplace for more than 5 hours or 10 hours, you can claim either:

- up to the limit of the **One Meal Allowance** - if you have spent the majority of your time, over 5 hours, away on visits to places five miles or more from your permanent office



- up to the limit of the **Two Meal Allowance** - if you have spent the majority of your time, over 10 hours, away on visits to places five miles or more from your permanent office
- up to the limit of the **Three Meal Allowance** - if you have spent the majority of your time, over 13 hours, away on visits to places five miles or more from your permanent office.

Exceptionally, if your absence at meal times is not mainly as a result of visits to places more than five miles away, but you are unavoidably more than five miles away at the time you would take your meal(s), your manager may authorise you to claim up to the limit of the appropriate Meal Allowance.

You **cannot** claim a meal allowance:

- if you do not purchase a meal
- if you spend no more than you would have done at your permanent workplace
- if suitable food is provided free of charge, for example at meetings or training venues
- where suitable meals are included in the cost of your air or rail ticket
- after you have exhausted your day subsistence entitlement limit at a location (see below)
- where you know that you are commencing or serving a period of continuous detached duty of more than two months at a temporary workplace location (see below)

Refer to the Travel and Subsistence Meal Allowance scenarios for detailed examples of when it is appropriate to claim for the cost of your meals.

### ***Limits to entitlement to day subsistence***

If	then
	you may claim day subsistence for up to 30 days at each separate workplace location.
	The 30 day cycle starts with your first subsistence claim and continues with subsequent claims made at the same temporary workplace.
	The 30 days represent the first thirty separate occasions when day subsistence at that workplace location can be claimed and not the first 30 calendar days.
you attend various temporary workplaces on an occasional or intermittent basis	For example, if you visit the same temporary workplace on 2 days each week, the 30 days for day subsistence claim purposes will end after 15 weeks (2 days x 15 weeks = 30 days).
you reach the 30 day cycle limit at any temporary location	you cannot claim day subsistence for that location again until there has been a clear three month break.
during each workplace cycle you attend one or more other workplaces on official business for 10 or more working days and you then subsequently return to your original temporary workplace	you can start the cycle again.
you are absent for 10 or more working	this will not count towards the 30 day cycle and

days for any other reasons, for example, annual leave

you cannot start the cycle again.

exceptionally, your work activities are determined by external factors that are outside your control, where you have no alternative other than to purchase a meal at additional expense to that normally incurred at your permanent workplace

the 30 day cycle and five mile rules for day subsistence do not apply.

For example, long term attendance at a Court Hearing where restricted meal times combined with a lack of available eating facilities might limit your choice of food outlets and require you to purchase meals at additional expense.

You may also claim day subsistence for a further period of more than five hours at the end of a complete period of 24 hours for which you would be paid night subsistence when you return to your permanent workplace or home. The 30 day cycle does not apply to claims of this nature and should be included in any business case made to justify continuing payment under short-term night subsistence rules.

### ***Continuous detached duty of more than two months***

Continuous detached duty is when you expect to be working the whole of your normal working time at the detached workplace location.

If

then

you are aware from the start, that the duration of your detached duty at the same temporary workplace is likely to exceed two months

day subsistence is not payable at all.

you first become aware during the initial two month period that the detached duty will last longer than two months

you must not claim any day subsistence beyond that date. You will not be required to repay any amounts of day subsistence already claimed.

**Note:** Keep a record of your day and night subsistence claims for each temporary workplace that you visit, to show that you have not exceeded your entitlement for that workplace location.

### ***Refreshments for business contacts***

If you are required to meet a non-HMRC customer or business contact outside HMRC premises and consider it is appropriate to offer refreshments such as a cup of tea or coffee which you need to purchase, you may claim the actual cost up to the capped limit for 'Refreshments for business contacts'.

You should keep records of all such expenditure incurred and claim reimbursement through the 'Miscellaneous (NT)' expense type in Online HR, which will be referred to your manager for approval before payment is made.

You cannot claim this refreshment allowance for yourself. Your own refreshments should be claimed under the normal subsistence claim rules.

## ***Unplanned late working***

If you are unexpectedly asked to work late and have to buy a meal which you would normally have at home, you can claim the actual cost of the meal up to the limit of the One Meal Allowance.

You **can** claim if you

- have unexpectedly to work after 20:00 hours in addition to your normal day, **and**
- have unexpectedly to work more than 3 hours after the end of your normal day

‘**Unexpectedly**’ means the request to work late will have been received on the same day and could not be anticipated in advance.

Exceptionally, your manager has discretion to allow a claim if the late working was planned in advance, but the hours actually worked are longer than anticipated, extending beyond 20:00hrs and more than 3 hours after the end of your normal working day. Such occasions may apply, for example, to staff working late into the night on Finance Bill, Budget or Criminal Investigation activities. You will need to state that your manager has approved this in the comments box in Online HR when you make your claim.

You **cannot** claim if you are:

- at the office working as part of your scheduled or roster commitments, **or**
- on night duty instead of day duty, **or**
- sleep at the office for your own convenience, **or**
- working late because you have chosen to, rather than have been required to, by your manager, **or**
- claiming subsistence, **or**
- being paid overtime.

If you buy a meal because you were due to work late and then the attendance is cancelled, you can still claim the cost of the meal up to the limit of the One Meal Allowance.

**This allowance is taxable.** Enter the amount you are claiming under the ‘Late Meal Allowance (T)’ expense type, which is located in the ‘Record Expense Receipts’ section of Online HR.

## ***How to claim UK day subsistence***

Claims should be made using Online HR – Travel and Expenses. If you do not have access to Online HR or if you are an alternative user you may follow the manual procedure.

Make sure you input each element of your expense claim under the correct online expense type category. Additional guidance to help you select the correct expense types can be found under ‘how to claim travel and subsistence expenses in Online HR’.

### **UK Day subsistence**

If you are claiming

enter

UK Day subsistence

your journey start/end dates and times under **General Trip Data** section of Online HR in accordance with: How to calculate your entitlement to day subsistence if you

UK Day subsistence (and your period of continuous detached duty is expected to last less than 24 months)	start or end your journey at home (see below).  your claim details using the appropriate non-taxable (NT) day subsistence expense types within the <b>Record Expense Receipts</b> section of Online HR.
Unplanned late working	the amounts you are claiming under the 'Late Meal Allowance (T)' expense type, which is located in the 'Record Expense Receipts' section of Online HR. <b>These expenses are taxable.</b>
Refreshments for business contacts	the amounts you are claiming under the 'Miscellaneous (NT)' expense type, which is located in the 'Record Expense Receipts' section of Online HR.

If you are claiming expenses relating to a permanent move of home, you should make your claim in accordance with the UK Relocation and Daily Travel Assistance guidance.

### **How to calculate your entitlement to day subsistence if you start or end your journey at home**

If	then
	calculate your day subsistence for the lower of:
you travel direct to or from home	<ul style="list-style-type: none"> <li>the actual time spent away from your permanent workplace</li> <li>the time you would have been away if you had started or ended your journey at your permanent workplace.</li> </ul>

#### **See also**

Mobility and Transfers - For more information on attending a temporary workplace on detached duty.

How to complete a manual Travel and Subsistence claim form

Online HR help: Travel and Subsistence Claim

## **HR43205 Travel and subsistence: UK Night Subsistence allowances**

- Overview
- Short-term night subsistence: up to 30 nights
- Long-term night subsistence: over 30 nights
- What you can claim - short-term and long-term night subsistence allowances
- Additional information on overnight subsistence allowances
- Booking your accommodation
- How to claim UK night subsistence

### **Overview**

You can claim night subsistence allowances if you incur additional living expenses while attending a temporary workplace on official business and your manager agrees an overnight stay is necessary because:

- it is more cost effective in time and/or travel
- the temporary workplace is too far away to travel each day.

If your stay at the same temporary workplace is for more than 30 nights, you may claim **short-term night subsistence allowances** for the first 30 nights and **long-term night subsistence allowances** after 30 nights. The first 30 night period allows you time to find suitable long-term rented and cheaper accommodation after 30 nights if necessary.

**See also:**

Travel & Subsistence Meal Allowance scenarios

Mobility and transfers

Booking accommodation - cost saving tips

### ***Short-term night subsistence: up to 30 nights***

For the first 30 nights you can either:

- Stay in a hotel and claim hotel bed and breakfast costs up to the capped limits for the location
- Start out in hotel accommodation and then move into rented accommodation part way through the 30 nights
- Move into rented accommodation straight away.

### **Limit to entitlement to short-term night subsistence allowances**

You may claim short-term night subsistence for a **maximum of 30 nights** at the same location.

If

you work the whole week at the same temporary workplace (i.e. 5 days per week for full-time staff)

You do not work the whole week at the same temporary workplace (i.e. less than 5 days per week for full-time staff)

you claim short-term night subsistence allowances for the full 30 nights at the same location during each workplace cycle you attend one or more other workplaces on official business for 10 or more working days and you then subsequently return to your original temporary workplace

you are absent for 10 or more working days for any other reasons, for example, annual leave

you learn towards the end of the 30 night period that you need to stay longer and you are unable to obtain a short-term rental agreement

then

the weekend must be included within the count of nights, irrespective of whether or not you worked at the weekend. The 30 nights will end after the first 30 nights in the calendar month.

The count of nights will be based on the first 30 separate occasions when night subsistence can be claimed at that workplace location. For example, if you are required to stay away overnight at the same temporary workplace for 2 nights each week, the 30 night cycle will end after 15 weeks (2 nights x 15 weeks = 30 nights).

you cannot claim short-term overnight allowances for that location again until there has been a clear 3-month break.

you can start the cycle again.

this will not count towards the 30 night cycle and you cannot start the cycle again.

you may, with your manager's agreement, continue to claim short-term subsistence allowances for a further 7 nights.

**Keep a record of your day and night subsistence claims for each temporary workplace that you visit, to show that you have not exceeded your entitlement for that location.**

### ***Long-term night subsistence: over 30 nights***

After the first 30 nights you can claim certain expenses if you have a double commitment to accommodation costs at both your permanent and temporary workplaces.

Your budget holder or senior business manager can authorise continuing payment under the short-term night subsistence rules providing you have a business case which demonstrates this is more cost effective than under the long-term night subsistence rules. The business case must be based on the actual costs incurred on accommodation and meals up to 30 nights compared with the cost of property rental and meals after 30 nights. You must retain evidence that your business case has been approved.

### ***What you can claim - short-term and long-term night subsistence allowances***

Allowance/Expense	Short-term night subsistence: up to 30 nights	Long-term night subsistence: over 30 nights
Staying in a hotel or similar accommodation	<ul style="list-style-type: none"> <li>The actual cost of bed and breakfast up to the limit of the hotel B&amp;B capped rates for the location. If the only accommodation available is above the capped rate, get your manager's approval before making the booking or claiming the higher expense.</li> <li>The actual cost of lunch in line with the day subsistence guidance</li> <li>The actual cost of an evening meal, including beverages, up to the maximum of the main meal allowance, providing the cost of the meal is more than you would spend at home</li> <li>The cost of travel between your hotel and temporary workplace</li> <li>The actual cost of unavoidable personal expenses incurred up to the limit of the Personal Expenses Allowance for each night away.</li> </ul>	<ul style="list-style-type: none"> <li>The actual cost of bed and breakfast up to the maximum of the average rental cost for suitable accommodation [usually a flat or one bedroom property] in that area</li> <li>The actual cost of an evening meal up to the limit of the Main Meal Allowance, providing the cost of the meal is more than you would normally spend at home</li> <li>The actual cost of unavoidable personal expenses incurred up to the limit of the Personal Expenses Allowance for each night away.</li> </ul>
		You cannot claim for lunch or for travel costs between the hotel and your temporary workplace
Staying in rented accommodation	<ul style="list-style-type: none"> <li>The rental cost of a flat, bed sit or one bedroom property up to the limit of the hotel bed and breakfast capped</li> </ul>	<ul style="list-style-type: none"> <li>The rental cost of a flat or one bedroom property up to the maximum of the</li> </ul>

- |   |  |
|---|--|
| <p>rate for the temporary detached duty workplace. (see UK travel and subsistence rates)</p> <ul style="list-style-type: none"> <li>• The actual cost of breakfast up to the limit of the One Meal Allowance</li> <li>• The actual cost of lunch in line with the Day Subsistence guidance</li> <li>• The actual cost of an evening meal up to the limit of the Main Meal Allowance, providing the cost of the meal is more than you would normally spend at home</li> <li>• The cost of travel between your rented accommodation and temporary workplace</li> <li>• The actual cost of unavoidable personal expenses incurred up to the limit of the Personal Expenses Allowance for each night away.</li> </ul> | <p>average rental cost for that area</p> <ul style="list-style-type: none"> <li>• Council tax charges</li> <li>• Rental costs, but not purchase, of a television, telephone, telephone line and broadband connection charges</li> <li>• Television license fee</li> <li>• Utility costs e.g. electricity, gas, water</li> </ul> <p>You cannot claim for the costs of any meals or for journeys between your rented accommodation and your temporary workplace.</p> <p><b>Please also refer to additional information on renting accommodation below.</b></p> |
|---|--|

**Please also refer to additional information on renting accommodation below.**

Staying with family or friends – **this allowance is liable to tax and National Insurance Contributions**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• The Night at Friends or Family Allowance</li> <li>• The actual cost of any meals you have to purchase up to the capped meal allowances limits in line with the day subsistence guidance</li> <li>• Travel costs between your family or friends home and your temporary workplace. This should be restricted to the cost of the journey by public transport. Taxis can only be claimed if the journey is not possible or practical by public transport.</li> <li>• The actual cost of unavoidable personal expenses incurred up to the limit of the Personal Expenses Allowance for each night away.</li> </ul> | <ul style="list-style-type: none"> <li>• The Night at Friends or family Allowance restricted to the maximum average cost of renting a property in that location</li> </ul> <p>You cannot claim for any meals or for journeys between your family or friends home and your temporary workplace</p> |
|---|---|

**See also**

UK travel and subsistence rates  
average rental cost

***Additional information on overnight subsistence allowances***

If you choose to stay away overnight when it is more practical and cheaper for you to return home, your expense claim will be limited to the cost of the standard class rail fares that you would have incurred had you not chosen to stay away overnight.

You cannot claim any expense costs if you are away for private reasons.

You can claim expenses if you are on sickness absence while staying overnight at a temporary workplace and unable to travel home.

**Residential courses**

If you are on a residential event where meals are provided you may only claim the actual cost of unavoidable personal expenses incurred up to the limit of the personal expenses allowance.

**Renting accommodation on a short-term basis**

The cost of renting accommodation on a short-term basis at your temporary location may be more expensive than renting on a long-term basis but may still be cheaper than staying in a hotel.

You may not be able to pay for rented accommodation on a daily basis as you normally would for hotel or similar accommodation and that you may be required to rent the accommodation over a longer period of time e.g. weekly, monthly. Before you decide to stay in short-term rented accommodation, you should ensure that the total cost of renting does not exceed the cost you would have incurred had you claimed under staying in a hotel or similar accommodation above. If the rented accommodation is more expensive, you should restrict your claim accordingly.

**Renting accommodation on a long-term basis**

On an exceptional basis:

- your manager can decide to vary the rental caps at your temporary workplace, subject to advice having been taken from HR Service Centre (HR Enquiries).
- you may be able to claim the rental cost of a flat or house other than for a one-bedroom property if you have childcare responsibilities that require your spouse or partner to accompany you. Again, your manager can decide this based on advice having been taken from HR Service Centre (HR Enquiries).

If you rent out your home at your permanent workplace and the costs associated with rental at your temporary workplace are greater than the rent you receive from letting out your home, then you may claim the difference.

**See also**

HR Service Centre (HR Enquiries)



## ***Booking your accommodation***

Use Carlson Wagonlit Travel to book your hotel. You may also use this agency for hotel bookings when you stay away on official trade union business, but travel and subsistence costs for union representatives attending meetings with managers or undertaking trade union work will be the responsibility of the union and will not fall on HMRC.

The approved hotels provide single en-suite rooms with:

- telephone and television
- tea and coffee making facilities
- chair and writing surface
- reasonable personal security
- restaurants - either in or near the hotel that offer a reasonably priced menu.

**Note:** You must not use Carlson Wagonlit Travel to make private reservations.

## **If you are accompanied by a family member or friend**

You cannot claim the hotel or any other expenses of a member of your family or friend if they accompany you while you are on official business. However, you can claim for the hotel and other expenses of a member of your family or friend if you are a disabled employee and they are accompanying you as your carer. These payments are liable to tax and National Insurance Contributions (NICs).

If you are not a disabled employee and want to be accompanied by a member of your family or a friend:

- advise Carlson Wagonlit Travel when you book
- ask Carlson Wagonlit Travel to tell you what the cost would be if you were travelling alone
- settle your own bill on departure
- claim for your hotel bed and breakfast cost only - not your guest's.

## **Hotel stays charged on a 'per room' basis**

If your hotel stay is charged on a 'per room' basis rather than on a 'per person' basis, you can share the room with a family member or friend but you cannot claim any other expenses for them. In this case:

- advise Carlson Wagonlit Travel when you book
- settle the bill yourself on departure
- claim for the room plus one breakfast only.

## ***How to claim UK night subsistence***

### **UK short-term night subsistence: up to 30 nights**

Claims should normally be made using **Online HR – Travel and Expenses**.

If you are claiming

enter

UK short-term night subsistence

your journey start/end dates and times under **General Trip Data** section of Online HR in accordance with 'How to calculate your entitlement if you start or end your

<b>Short-term night subsistence</b> (and your period of continuous detached duty is expected to last less than 24 months)	journey at home' below. your claim details using the appropriate non-taxable (NT) travel and subsistence expense types within the ' <b>Mileage Details</b> ' and <b>Record Expense Receipts</b> sections of Online HR as your short-term night subsistence expenses will be non-taxable.
Night at family or friends allowance (T)	you can claim the taxable night at friends or family allowance from the default (non-taxable) expense type list in Online HR without needing to make a special request to access this taxable expense type.

If you are claiming expenses relating to a permanent move of home, you should make your claim in accordance with the UK Relocation and Daily Travel Assistance guidance.

## UK long-term night subsistence: over 30 nights

Claims should normally be made using **Online HR - Travel and Expenses**.

If you are claiming	then enter
UK long-term night subsistence	your journey start/end dates and times under <b>General Trip Data</b> section of Online HR in accordance with: How to calculate your entitlement if you start or end your journey at home, above.
<b>long-term night subsistence</b> (and your period of continuous detached duty is expected to last less than 24 months)	your claim details using the appropriate non-taxable (NT) travel and subsistence expense types within the ' <b>Mileage Details</b> ' and <b>Record Expense Receipts</b> sections of Online HR as your night subsistence expenses will be non-taxable.
<b>long-term night subsistence</b> (where you expect to spend 40% or more of your working time at the detached duty location for a period lasting more than 24 months)	your claim details using the appropriate taxable (T) travel and subsistence expense types within the ' <b>Mileage Details</b> ' and <b>Record Expense Receipts</b> sections of Online HR as your night subsistence expenses will be taxable.
night at friends or family allowance (T)	you can claim the taxable night at friends or family allowance from the default (non-taxable) expense type list in Online HR without needing to make a special request to access this taxable expense type.

## How to calculate your entitlement if you start or end your journey at home

Night subsistence allowances are paid for periods of 24 hours.

If	then the 24 hour period:
you start your journey from your permanent workplace	<ul style="list-style-type: none"> <li>starts from the time you leave your permanent workplace</li> <li>ends 24 hours later or at the time you return to your permanent workplace if this is sooner.</li> </ul>
	starts at the later of:
you travel directly from home	<ul style="list-style-type: none"> <li>the time you leave home</li> <li>the notional time you would have left your</li> </ul>

permanent workplace.

finishes at the earlier of:

you travel directly home from the temporary workplace

- the time you arrive at home and
- the notional time you would have arrived at your permanent workplace or
- 24 hours after the period start time.

## Using taxable expense types in Online HR

In most instances, your default expense settings on the system will allow you to view non-taxable expense types and you may not be able to view the taxable (T) expense types.

If taxable expenses are to be claimed and you are not able to view these on the system, you or your manager should contact either of the names below, to update your non-taxable/taxable expense type settings. Once updated, you will be able to view the relevant expense type options to enable you to make your claim.

# HR43206 Travel and subsistence: UK travel and subsistence rates

- Mileage Allowances
- Day Subsistence Rates
- Short-term Night Subsistence Allowances
- Long term Night Subsistence Allowances

These rates apply to all HMRC staff.

## ***Mileage Allowances***

Allowance

Rate (pence per mile)

Higher Rate Mileage Allowance (limited to the first 10,000 miles in any financial year)

40.0p

Basic Rate Mileage Allowance

25.0p

**Petrol Vehicles:** 16.0p from 1 March 2011 onwards.

(Previous petrol vehicle rate: 15.0p from 1 June 2010 to 28 February 2011)

Assigned Car Scheme (ACS) Mileage Rates

**Diesel Vehicles:** 13.0p from 1 March 2011 onwards.

(Previous diesel vehicle rate: 12.0p from 1 December 2010 to 28 February 2011)

**LPG Vehicles:** 10.0p from 1 March

2011 onwards.

(Previous LPG vehicle rate: 9.0p from 1 December 2010 to 28 February 2011)

Motor Cycle Rate	24.0p
Pedal Cycle Rate	20.0p
Driver Passenger Supplement - can be claimed by Vehicle Drivers for each passenger (ACS and private vehicles only)	5.0p
Non-Driver Passenger Supplement - can be claimed by vehicle passengers (ACS and private vehicles only)	5.0p
Equipment Supplement (private vehicles only)	2.0p

### ***Day Subsistence Rates***

Provided you incur a cost that is more than you would normally have incurred at home or your office, actual expenditure will be paid within these limits:

One Meal Allowance	Where away from home and permanent workplace for more than 5 hours	up to a maximum of £7.50 (previously up to a maximum of £7.25 for the period 23 September 2009 to 31 March 2010)
Two Meal Allowance	Where away from home and permanent workplace for more than 10 hours	up to a maximum of £16.00 (previously up to a maximum of £15.50 for the period 23 September 2009 to 31 March 2010)
Three Meal Allowance	Where away from home and permanent workplace for more than 13 hours	up to a maximum of £23.50 (previously up to a maximum of £22.75 for the period 23 September 2009 to 31 March 2010)
Unplanned late working	Where you have to buy a meal when you are unexpectedly required to work after 20:00 hours in addition to your normal day <b>and</b> more than 3 hours after the end of your normal day	up to a maximum of £7.50 (previously up to a maximum of £7.25 for the period 23 September 2009 to 31 March 2010)
Refreshments for business contacts	Where you are required to meet a non-HMRC customer or business contact outside HMRC premises and consider it is appropriate to offer and purchase refreshments such as a cup of tea/coffee	up to a maximum of £5.00 per customer/business contact per day

### ***Short-term Night Subsistence Allowances***

#### **Hotel Bed and Breakfast Capped Rates**

At the following locations, actual expenditure incurred within these limits.

Location	Hotel B&B capped limit:
London / within M25 (excluding Heathrow Airport)	£120 (from 01/06/10)
Bristol; Heathrow Airport	£90 (from 01/06/10)
Oxford; Portsmouth	£85 (from 01/06/10)
Elsewhere in UK	£80 (from 01/06/10)

The Hotel Bed and Breakfast capped rates that applied prior to 1 June 2010 were:

Location	Hotel B&B capped limit:
London / within M25	£120 (from 01/05/08 to 31/05/10)
Bristol	£100 (from 01/05/08 to 31/05/10)
Gatwick; Oxford	£90 (from 01/05/08 to 31/05/10)
Portsmouth; Fareham; Southampton; Leeds	£85 (from 01/05/08 to 31/05/10)
Elsewhere in UK	£80 (from 01/05/08 to 31/05/10)

**Main Meal Allowance** - Actual expenditure on an evening meal if away overnight up to a maximum of £23.00 (previously up to a maximum of £22.25 between 23 September 2009 and 31 March 2010)

**Travel from Hotel to Detached Duty Office** - Actual costs subject to reasonable value-for-money/business considerations

**Personal Expenses Allowance** - actual cost of unavoidable personal expenses incurred up to £5 for each night (for example, laundry, dry cleaning, internet access, cost of phone calls home when there is an identifiable charge). This allowance is cumulative so you can claim for personal expenses up to £10 if you are away for 2 nights, up to £15 for 3 nights and so on.

**Night at Friends or Family Allowance** - £25.00 per night

### ***Long term Night Subsistence Allowances***

Average rental cost limits:

Location	Limit:
London (within M25)	£1100 per month (previously £1075 per month for the period 23 September 2009 and 31 March 2010)
Elsewhere in UK	£650 per month (remains unchanged)

## **HR43207 Travel and subsistence: Short-term Overseas Travel and Subsistence expenses**

- Approval of Overseas Travel (Direct Tax compliance staff only)

- Preparing for short-term overseas visits [less than 4 months]
- Expenses - when overseas for periods up to 4 months
- How to claim short-term overseas travel and subsistence expenses and allowance

### ***Approval of Overseas Travel (Direct Tax compliance staff only)***

Where overseas travel is considered necessary to visit the subject of, or third party to, a Direct Tax enquiry/intervention compliance case (for example Income Tax, Corporate Tax, Capital Gains Tax), those staff must obtain prior approval at Deputy Director level (or above) and from the UK Competent Authority before they travel overseas.

To obtain approval, complete the Notification of Intended Official Business Overseas Visit form and send this via your Deputy Director to the UK Competent Authority, who will liaise with their counterpart in the host country.

You will subsequently be notified when your overseas visit has been approved.

You should not make any overseas travel bookings until the UK Competent Authority has given formal approval to your overseas trip. See the process - Obtain approval of Overseas Travel (Direct Tax compliance jobholders only)

#### **See also**

Notification of Intended Official Business Overseas Visit form (Word 32kb opens in new window)

Obtain approval of Overseas Travel

### ***Preparing for short-term overseas visits [less than 4 months]***

#### **Occupational healthcare overseas**

##### **Overview**

Before you travel overseas on official business, please refer to the detailed information on overseas occupational health care. This sets out key messages you need to be aware of and actions required if you travel overseas on either a short-term or long-term basis.

**Note:** HMRC does not have any liability to compensate you for loss or damage to your personal property when travelling on official business. You should make your own personal arrangements to insure your personal property. HMRC will not refund the cost of your insurance premiums.

##### **Health checks**

If your overseas trip is a short-term posting that will last less than 3 months and you have a medical condition which may impact on you travelling abroad, you should refer to the guidance on Health checks for short-term postings for information about what you should do.

If your overseas trip will last longer than 3 months, you and every member of your family must undergo a health check before you travel. Refer to the guidance on Health check for long-term postings for information about what you should do.

#### **Registration with CEGA for emergency medical assistance overseas**

HMRC has a contract with CEGA Group for the provision of emergency medical assistance for staff who travel overseas on official business. If you are travelling overseas on official business you should refer to the Registration with CEGA for emergency medical assistance policy information.

### **Dental treatment overseas**

HMRC will reimburse you and your dependants for dental treatment overseas up to an NHS standard but only if your appointment exceeds 6 months,. For all postings exceeding 6 months, you are required to complete a pre-trip dental examination form covering yourself and any dependants travelling overseas with you. CEGA manage all dental cases for HMRC.

For more information read the further guidance on dental treatment and complete the pre-trip dental examination form. Read the policy - Dental fitness declaration for long-term postings and Registration with your UK GP and Dental practitioner.

HMRC will not reimburse you for the cost of routine dental treatment:

- in the first 3 months after your arrival at the posting
- less than 3 months before your departure from the posting.

If you need further information, contact the HR Service Centre who will liaise with the Occupational Health & Safety Specialist Delivery Team for advice.

### **Reciprocal healthcare agreements**

Countries in the European Economic Area (EEA) and some countries outside Europe provide travellers from the UK (who are eligible) to free healthcare and emergency treatment or at reduced cost. In the EEA, free or emergency treatment can be provided on production of the European Health Insurance Card (EHIC).

In other countries around the world, the UK has reciprocal health care agreements that entitle you to receive emergency medical treatment whilst there. Reciprocal agreements cover, amongst others, the Channel Islands, the Isle of Man, Malta, Australia, New Zealand, certain Caribbean Islands and most republics of the former Soviet Union, including Russia itself.

However, some countries do not have healthcare agreements with the UK. This includes some of the most popular travel destinations such as Canada and the United States, India and the Far East as well as the whole of Africa and Latin America.

Before you depart ensure you read the more detailed information about which countries have healthcare agreements with the UK (reciprocal agreement countries) and which don't. This information covers what you should do if the reciprocal agreements do not cover the full cost of your medical treatment together with other general medical information that you may find useful when travelling overseas.

**Note:** you should contact CEGA for assistance with all overseas medical and dental cases both emergency and routine, including in the areas with no healthcare arrangements.

### **First Aid / Medical Kits**

When travelling overseas it may be beneficial for you to purchase and carry a basic first aid kit and/or medical kit.

Ensure you read the additional information about what might be included in First aid and medical kits, including information about what can be claimed and how.

**See also**

overseas occupational health [HR63015]

## **Vaccinations and other medical requirements**

You can claim for the cost of vaccinations and other medicines that are recommended by your GP for the country/countries you are visiting on official business.

If the country you are travelling to has inadequate medical facilities, you can claim for the purchase of an emergency medical pack prior to your departure from the UK.

## **Your passport**

If you are going abroad on official business and it has been purchased specifically for the journey, you can claim the cost of a new passport, including the cost of supporting photographs.

## **Visas and airport taxes**

When you travel abroad on official business you can claim for the cost of:

- visas
- airport taxes.

## **Foreign Exchange**

You can claim for the commission charged when buying or selling currency/travellers cheques. You cannot claim for losses on the exchange of currency.

## ***Expenses – when overseas for periods up to four months***

### **Overview**

This guidance provides information about expenses that can be claimed on short-term official visits overseas for periods up to four months. If the posting overseas exceeds four months, refer to the Overseas Relocation guidance.

## **Booking your overseas travel and accommodation**

If you do not intend to use your own private vehicle for travel to your overseas destination, use the departmental travel provider Carlson Wagonlit Travel to book your journey from the UK and your accommodation needs. Refer to the Transport and Accommodation Services website for information on how to make rail, air, ferry and hotel bookings.

**See also**

Overseas Relocation

Transport and Accommodation Services



## **Overseas travel**

If your temporary workplace is overseas you can claim:

- the cost of travelling from the UK to take up the post and the cost of official travel whilst overseas
- mileage allowance for using your own private vehicle overseas
- reimbursement of travel costs from the European Commission (where applicable)

Please note that the normal UK travel and subsistence guidance provisions apply:

- immediately before your departure from the UK
- immediately after your arrival back in the UK.

## **Using your own private vehicle overseas**

You may use your own private vehicle for official business travel overseas providing:

- it is cost effective to do so, taking into account the cost of transporting your vehicle overseas
- you meet HMRC's ownership and insurance requirements (refer to Using your private vehicle)
- your insurance and your vehicle satisfy the laws of the countries you are visiting.

Provided you satisfy the above criteria, you can claim the appropriate UK rate of mileage allowance for your journey to your overseas destination and for any other official travel whilst overseas.

If you choose to take your private vehicle overseas for private rather than business reasons and provided you satisfy the above ownership and insurance criteria you can claim:

- the basic rate mileage allowance for the most direct route to your overseas destination together with ferry charges, but restricted to the cost of travel had you not taken your vehicle, if this is less.

If during the initial four months you discover that the posting will exceed four months, do not make any further claims for the UK mileage rate. Instead, claim the local rate of mileage allowance in accordance with 'Overseas visits for longer than four months' below.

## **Overseas visits for longer than four months**

You can claim the local rate of mileage allowance as set by the British Embassy for the country you are visiting, from the outset of your visit. Retain evidence of the rate(s) you use. To find out what the rate is in the country you are visiting:

- contact the HR Service Centre who will then contact the British Embassy or Consulate in the country you are visiting.

If you are already overseas you can contact the Embassy or Consulate yourself.

## **Reimbursement of travel costs by the European Commission**

When individuals attend European Commission meetings the EC reimburses travel costs to HMRC, not to the individual. If you are going to attend any such meetings please familiarise yourself with the 'Claim reimbursement of travel costs from the EC' guidance before departure.

### **Adding a private stay to an official visit overseas**

On certain occasions you may wish to combine a few days private holiday with an official visit overseas.

**Under no circumstances will HMRC pay for any additional travel, subsistence or accommodation costs arising from any aspect of personal and private travel.**

If you wish to add a private stay, consider the effect of the private stay on the travelling and subsistence allowances payable for your official visit overseas and get prior agreement from your manager. If you do not do so you may incur expenses which are not reimbursable. The cost of your official visit must not be increased on account of your private stay.

Any medical health cover arranged through the Department will be invalid for the private element of your stay. You need to arrange and pay for your own separate travel and health insurance cover.

Make sure you provide details of the private stay when you submit your travel and subsistence claim.

**Note:** Before you make any arrangements to add a private stay to an official visit overseas, contact the People Function Reward Team for advice

#### **See also**

Using your private vehicle

Contacting HR

### **Overseas subsistence expenses**

This section tells you what subsistence expenses you can claim for overseas stays of up to four calendar months. It includes a number of flat rate allowances which:

- HMRC as a taxation authority has published as benchmark scale rates that employers can use to reimburse overseas subsistence expenses
- vary from country to country
- are reviewed annually, and
- can go up or down.

Please refer to the published overseas subsistence rates for details of what can be claimed in each overseas country (see 'How to claim short-term overseas travel and subsistence expenses and allowances below). Alternatively, contact the HR Service, Centre (HR Enquiries) for details of the rates.

### **What you can claim**

For overseas stays lasting 24 hours or longer in overseas towns and cities included on the HMRC list, you can claim:

- the actual reasonable cost of meals you purchase for yourself while in transit between leaving the UK and arriving in the country you are visiting and similarly for your return journey to the UK (but not if the cost of your meals is included in your travel fares)
- the actual cost of hotel bed and breakfast, capped at the 'room rate' for the town/city in the country where you are staying

Plus the following flat-rate subsistence allowances, provided you incur a cost more than you would normally have incurred at home or your normal office:

- breakfast (if this is not included in the 'room rate')
- lunch
- dinner
- hotel to office travel
- drinks
- water - if you are in a country that does not provide safe drinking water from a tap
- the overseas personal expenses allowance of £10 per night.

If the town/city where you are staying is not included on the HMRC list, you can claim the:

- actual cost of hotel bed and breakfast accommodation, capped at the 'room rate' for the capital city of the country where you are staying, and
- the flat rate lunch, dinner, hotel to office travel, drinks, 'other' allowances (where applicable) for the capital city of the country where you are staying.

Where hotel accommodation cannot be found within the relevant capped marker rate, refer to the section below on 'abnormally high costs above the approved HMRC rates'.

### **UK travel and subsistence prior to departure overseas - overseas visits lasting longer than 24 hours**

If	then
the length of your journey in the UK prior to your scheduled departure time from the UK entitles you to claim expenses under the normal UK T&S rules.	you can claim UK travel and subsistence expenses.
your journey in the UK prior to departure means that you have to stay overnight in a hotel	you can claim bed and breakfast and evening meal expenses plus the personal expenses allowance for yourself only in accordance with the 'UK – short-term night subsistence' guidance.

The UK travel and subsistence rates apply up to your time of departure from the UK. The 24 hour period for overseas subsistence allowance purposes begins from the time you arrive at the overseas airport/railway station and ends when you leave the overseas country. For practical purposes, your departure and arrival times for subsistence purposes will be the timetabled departure and arrival times for the mode of travel that you use to leave the overseas country and return to the UK. The normal UK travel and subsistence rules will apply after your arrival back in the UK.

### **5 hour and 10 hour overseas subsistence rates - for overseas visits lasting less than 24 hours**

There are separate 5 hour and 10 hour rates of subsistence allowance that you can claim during short-term visits to overseas countries of less than 24 hours. Your entitlement to these day subsistence allowances will begin when you start your journey in the UK (or if already overseas, from when you begin your journey to another overseas country) and will end when your journey has ended back in the UK (or the overseas country from where you started your journey).

The 5 hour rate covers the cost of lunch and one extra tea or coffee and the 10 hour rate covers the cost of lunch, dinner and two extra teas or coffees.

If	then
	calculate your time for overseas day subsistence claim purposes as the lower of the:
Your official overseas journey starts or ends at your home	<ul style="list-style-type: none"> <li>• actual time spent away from your permanent workplace</li> <li>• time you would have been away if you had started or ended your journey at your permanent workplace.</li> </ul>
your overseas stay lasts less than 24 hours and you do not qualify for the 24 hour or longer rates above	there are separate overseas over 5 hour and over 10 hour rates of subsistence allowance that you can claim.
you complete a 24 hour period while overseas, and the balance of time from then to your timetabled departure from the overseas country is over 5 hours/10 hours	you may claim either the over 5 hour or over 10 hour overseas subsistence allowance.
you do <b>not</b> buy a meal or meals at extra expense and in addition to any meals covered by the 24 hour rates	you cannot claim the over 5 hour or over 10 hour overseas subsistence allowances.
the cost of meals is included in any travel fares to the place where you depart from the overseas country	you cannot claim the over 5 hour or over 10 hour overseas subsistence allowances.

There may be occasions when your planned departure time from the overseas country on the last day of your overseas trip is less than 5 hours after the end of the 24 hour cycle, which under the normal rules would mean you are not able to claim overseas day subsistence for a meal when you would expect to be able to.

**For example**, if your 24 hour period in the overseas country ends at 11.30am and your departure time is not until 16.00pm, you would not be able to claim for a meal at lunchtime under the normal rules. This is because the period 11.30am to 16.00pm is less than 5 hours. By concession, when the time gap between meals is likely to be lengthy on the last day of your stay in the overseas country, you can claim the appropriate overseas meal allowance for a meal purchased at the time you would normally eat in the overseas country. You can also claim 'Other' allowances if these are shown as claimable under 'short-term overseas

subsistence rates'. In the above example, you would be able to claim the overseas 'Lunch' and 'Other' allowances on the last day of the trip.

This concession only applies when you have been in the overseas country for more than 24 hours.

Refer to How to claim - Short term overseas travel and subsistence expenses and allowances below for information about the foreign exchange rates you should use when claiming reimbursement of overseas expenses.

### **Abnormally high costs above the approved HMRC rates**

If you have to stay in a more expensive hotel, for example to attend a conference where hotels are centrally organised, you can claim the actual cost of your hotel and meals but:

- your manager must approve this in advance and certify your claim
- you must retain receipts for at least 24 months.

### **Stays in non-commercial accommodation**

If you are a guest of private individuals (including colleagues) where some or all of the meals are provided you may claim:

- the actual cost of any of your own meals that you have had to pay for yourself (provided you incur a cost more than you would normally have incurred at home or your normal office)
- the overseas personal expenses allowance of £10.00.

If you occupy residential property or a 'serviced flat' with cooking/laundry facilities (paid for by the overseas organisation you are visiting) you may claim both:

- the actual cost of any of your own meals you had to pay for yourself (provided you incur a cost more than you would normally have incurred at home or your normal office)
- the overseas personal expenses allowance of £10.00.

### **Subsistence when overseas for longer than four months**

If you know you will be overseas for more than four months refer to the Overseas Relocation policy for details.

#### **See also**

HR Service, Centre (HR Enquiries)  
UK T&S guidance  
UK – short-term night subsistence  
UK travel and subsistence rates  
Overseas Relocation

### **Other overseas allowances**

#### **Hot/Cold climate allowance**

You may be able to claim a hot/cold climate allowance if you are travelling to a country where specialised clothing is required. Any clothing purchased must be suitable for the expected extreme conditions.

You may claim this allowance if temperatures are regularly above 30 degrees centigrade, or below minus 10 degrees centigrade at the time you are visiting the country.

You can claim up to £120 hot/cold climate allowance once every 3 years. It is your manager's responsibility to determine eligibility. The allowance:

- is a contribution
- is not always expected to cover the whole cost
- cannot exceed £120.

**This allowance is non-taxable**

### **Hazardous conditions allowance**

You may claim hazardous conditions allowance if both the following apply:

- you are normally based in the UK
- you go on detached duty for up to four months to a location where there is a significant security risk.

The Foreign and Commonwealth Office provide HMRC with details of the rates payable and the locations to which they apply. The allowance will be calculated on a daily basis and will be paid with your salary. The HR Service Centre will be able to provide you with details of these rates.

**This allowance is taxable and liable to National Insurance Contributions.**

### ***How to claim short-term overseas travel and subsistence expenses and allowances***

This guidance provides advice on how to claim short-term overseas travel and subsistence expenses (for periods overseas of up to four months). If the posting overseas exceeds four months, refer to the Overseas Relocation guidance.

All claims should normally be made using Online HR – Travel and Expenses.

If you do not have access to Online HR or if you are an alternative user, you may either:

- complete an e-form and send this to your manager for authorisation, or
- print and complete the e-form (perhaps with assistance from your manager or a colleague) and send this to your manager for authorisation.

Once authorised, your manager should either e-mail it to XXXX for processing or post it to:

XXXXXX  
HMRC  
HR Service Centre

Room BP 3301  
Benton Park View  
Newcastle-upon-Tyne  
NE98 1YF

Before making your claim, you should read the guidance on short-term overseas travel and subsistence above.

Make sure you input each element of your expense claim under the correct online expense type category, as detailed below. Additional guidance to help you select the correct expense types can be found under:

Entering Mileage Details in Online HR  
Recording Expense Receipts in Online HR

**See also**

Overseas Relocation  
e-form (Excel 103kb)

Entering Mileage Details in Online HR and Record Expense Receipts in Online HR

**Short term overseas subsistence rates**

The spreadsheets below contain the overseas subsistence rates that you can claim by location for each country:

Period October 2009 to 30 September 2010

- Overseas subsistence rates (Europe)
- Overseas subsistence rates (elsewhere)

Period 1 October 2010 onwards:

- Overseas subsistence rates (Europe and elsewhere) (Internet access required, or see Worldwide subsistence rates (PDF 300KB))

If the Overseas Subsistence rates you require are for a period prior to 30/10/2009 then please contact the Travelling and Relocation team: Telephone 01903 701533.

**Claiming overseas travel and subsistence expenses**

**Outward and return journeys from and to the UK**

Field/Section in Online HR	What to enter
<b>'Record Expense Receipts'</b> section.	Claim your travel and subsistence expenses under the appropriate overseas expense type (those listed with the prefix 'Y').
<b>'Reason for trip'</b>	Enter a brief explanation to describe the reason for your trip, for example, 'meeting with overseas fiscal authority'. Enter a narrative explanation to support your claim, including:
<b>'Comments'</b>	<b>Outward journey from UK:</b> <ul style="list-style-type: none"><li>• the time your outward journey from the UK commences</li></ul>

- the time you leave the UK, for example, your flight departure time
- the time you arrive in the overseas country, for example, your flight arrival time.

#### **Return journey from overseas country:**

- the time your return journey from the overseas country commences
- the time you leave the overseas country, for example, your flight departure time
- the time you arrive back in the UK, for example, your flight arrival time
- the time your return journey in the UK ends.

#### **Stays in non-commercial accommodation**

Claim your travel and subsistence expenses under the appropriate overseas expense type in the **‘Record Expense Receipts’** section.

If you use your own private vehicle overseas	then
and are claiming UK mileage	enter the mileage you are claiming under <b>‘Miles driven’</b> in the <b>‘Mileage Details’</b> section.
and are claiming the local overseas rate of mileage allowance (from the time when your overseas posting is expected to last more than 4 months)	calculate the total mileage expense you are claiming and enter this amount under <b>‘Overseas – Other Expenses’</b> in the <b>‘Record Expense Receipts’</b> section.
and you incur ferry charges	record your ferry expenses in the <b>‘Record Expense Receipts’</b> section.

If you are using your private vehicle to travel abroad rather than travelling by more cost effective means of travel such as air or rail, you can only claim your mileage expenses in the **‘Mileage Details’** section and your ferry expenses in the **‘Record Expense Receipts’** section if the total cost of the journey is less than the cost of travelling to your overseas destination by the most reasonable and cost effective means. If the total cost by motor vehicle is above this cost, enter the total cost by the most reasonable and cost effective means under **‘Overseas – Other Expenses’** and a narrative explanation to support your claim in the **‘Comments’** box.

For occasions when you do not have proof of the exchange rate, use the foreign exchange converter on the [www.oanda.com](http://www.oanda.com) website. Select the date when you incurred the overseas expenditure and use the Interbank rate for the purpose of your foreign exchange conversion.

#### **Claiming other overseas expenses and allowances**

To claim expenses incurred before or during short term overseas travel, such as:

- your passport (if this has been purchased specifically for the journey)
- visas and airport taxes
- vaccinations and other medical requirements, or



- foreign exchange commission (when buying or selling currency/travellers cheques)

Claim these expenses under 'Overseas – Other Expenses' in the 'Record Expense Receipts' section.

If	then
you are claiming reimbursement of expenses you paid for in foreign currency	<p>enter the exchange rate that applied in the '<b>Comments</b>' box, together with narrative comments to explain the nature of your claim.</p> <p>the foreign exchange rates you should use are as follows:</p> <ul style="list-style-type: none"> <li>• Credit card purchases - use the exchange rate shown on your credit card statement</li> <li>• Cash withdrawals - use the actual exchange rate shown on your receipt of bank statement.</li> </ul>

### Hot/Cold climate allowance

Field/Section	What to enter
' <b>Record Expense Receipts</b> ' section	Claim your climate allowance under the ' <b>Y Overseas – Other Expenses (NT)</b> ' expense type.
' <b>Comments</b> '	Enter narrative comments in the box to describe the nature of your purchase.

### Hazardous conditions allowance

Contact the HR Service Centre for advice on how to claim this allowance.

### Using taxable expense types in Online HR

In most instances, your default expense settings on the system will allow you to view non-taxable (NT) expense types and you may not be able to view the taxable (T) expense types.

If taxable expenses are to be claimed and you are not able to view these on the system, you or your manager should contact either of the names below to update your expense type settings. Once updated, you will be able to view the relevant taxable expense types to enable you to make your claim.

## HR43208 Travel and subsistence: Questions & Answers

## ***UK and short-term overseas [less than 4 months] travel and subsistence***

### **As a manager do I need to check and authorise T&S claims from my staff before they are processed through HR Online?**

You will be required to take action on all claims which are sent to your Online HR MSS inbox, for example to authorise, reject or ask for claims to be resubmitted. The People Function T&S Audit team will also undertake post payment checking of claims processed. If a claim is post payment checked, you will be asked to confirm that you agree the travel was appropriate.

### **What counts as a 'meal' when claiming the One Meal Allowance, Two Meal Allowance, Three Meal Allowance and Main Meal Allowance?**

We recognise that what constitutes a meal depends on personal requirements and what is available so we operate a broad definition of a meal as a combination of food and drink.

### **Can I claim for the cost of alcoholic drinks taken with my meal?**

Yes. You can claim for the cost of alcoholic drinks taken with your meal, but the amount should be moderate.

### **Can I keep and use any benefits derived from frequent travellers/incentive schemes?**

If possible, any incidental benefits of this kind are to be used to the Department's advantage, for example, by reducing the cost of a subsequent trip on official business. You cannot use them for private purposes as this would contravene the principle that civil servants should not benefit in their private capacity as a result of their official duties. Refer to the Financial Propriety and Regularity guidance, frequent traveller schemes, for further information.

### **Can I keep any compensation received from the transport company if my journey is delayed when I am on official business?**

You may claim and retain any compensation where all or part of the delay occurred outside your normal working hours, but not when you are paid travelling time for the hours you were delayed, or you take time off in lieu for the hours you were delayed. Refer to the Financial Propriety and Regularity guidance for further information on retaining compensation.

### **How are my travel costs affected if I work in more than one location on a regular basis?**

Under tax rules you can have more than one permanent workplace. For example, if you work in one location for the same two days and another location for the same three days each week. If you have a second permanent workplace as a result of the requirements of the business, your travel costs will be paid to the second workplace under the normal rules (that is, based on travel from home or office, whichever is the lesser). This will be grossed up for tax purposes, but you will be liable for NIC on the gross amount. Further guidance is available under 'official travel – taxation implications'

## **What happens if I am due to be at a location for several months on detached duty?**

If you work at a temporary workplace on detached duty whilst on official business for more than 30 nights you may claim short-term night subsistence allowances for the first 30 nights. This period allows you time in which to find suitable long-term rented accommodation. If after the first 30 nights you have a double commitment to accommodation costs both at your permanent workplace and at your temporary workplace refer to the long-term night subsistence: over 30 nights section of T&S guidance for more detailed information about what you can and cannot claim. Please also refer to the guidance under limits to entitlement to day subsistence to check how any claims for day subsistence may be affected.

## **When working on detached duty can I claim the cost of travel between my hotel and the office where I am working?**

Yes, when claiming short-term night subsistence allowances, but use the most cost effective means of travel, taking into account your health, well-being and safety.

## **Under what circumstances can I claim an advance for T&S expenses?**

Your manager may authorise an advance for expected expenditure if you

- do not have access to the online claims systems; or you
- have difficulty in paying for travel in advance.

Advances are also available for:

- refundable deposits required for a lease agreement
- monthly payments for long term rental agreements
- overseas hotel charges which cannot be billed to the Department direct
- overseas subsistence costs
- purchase of season tickets that cannot be dealt with as salary advances
- non-travel expenditure incurred during an approved move of home.

## **How do I claim an advance of T&S expenses and how will my claim be set-off against it?**

You can claim an advance using the Travel and Subsistence advance claim form (Word 69kb). Your manager will need to approve the advance and send it to HR Service, Centre (HR Enquiries) by email. The advance will normally reach your bank account within 3 working days of the claim. The HR Service Centre will enter the advance into Online HR - Travel and Expenses on your behalf and you will be notified of the trip number. You will then use this trip number to enter your expense claim. If you are owed further reimbursement of expenses incurred, this will be paid through BACS. If your advance exceeds the claim the balance will be recovered from your next salary payment.

## **How do I claim back my business-related car parking costs via Online HR?**

Enter the amount you are claiming for car parking costs under the 'Other Travel Expenses' expense type. You should claim congestion charges, fuel for hire cars and road/bridge toll fees under this expense type too.

### **How do I claim the Main Meal Allowance when I have chosen to dine with other work colleagues? Will we each need to obtain separate meal receipts?**

If the restaurant can provide separate receipts for each diner, then you should obtain these. However, if only one receipt is received, it is acceptable for you to write on this how much each of you have paid and for you all to use photocopies of this for the purpose of supporting your expense claim.

### **How long do I have to retain my expenses receipts when I have made a T&S claim?**

Retain all receipts for expenses for at least 24 months.

If any expenses claimed are taxable and you are required to include them on your Self Assessment return you should retain the receipts for 22 months from the end of the tax year. In the case of expense vouchers this is the year in which reimbursement is made.

### **What class of rail travel can I use for travel on official business?**

Use standard class travel for all rail journeys unless you have reserved rights to first class travel or are Grade 7 and above and there is a business benefit. You may travel first class by rail if you are Grade 7 or above and your rail journey exceeds 2.5 hours on an outward or return rail journey or when the total journey time within the same day is more than 5 hours, and there is a business benefit, and the travel is not for other purposes, for example attending investitures or royal garden parties.

### **I previously had reserved rights that allowed me to travel first class by train on official business. Do these still apply?**

If you were a serving member of HMRC before 1 November 2006 and in one of the qualifying grades at the date stated, then you may travel first class if you consider there is a clear business benefit to do so. The qualifying grades are covered in guidance under class of travel.

### **If I travel on official business overseas, can I still claim the Residual Allowance?**

The Residual Allowance is an aggregate total of expense allowances comprising lunch, dinner, drinks, hotel to office travel and sometimes the cost of water. The Foreign & Commonwealth Office provides HMRC with details of this allowance together with details of each component expense allowance that forms part of the Residual Allowance. It has been customary in the past for staff to claim the Residual Allowance as one amount if they incurred these expenses rather than submit separate claims for lunch, dinner etc. From 1 November 2006, the Residual Allowance can no longer be claimed as a single expense amount in Online HR. Instead, you should claim each individual overseas expense allowance covered by the former Residual Allowance separately (using the overseas expense types containing the prefix 'Y' in the 'Record Expense Receipts' section of Online HR), but only for those where you have incurred an expense. For example, if your hotel is situated close to the office where you are working overseas and you do not incur any hotel to office travel costs, you should not claim the flat rate hotel to office allowance.

**Does the travel hierarchy guidance mean that staff can never claim higher rate mileage when travelling in their own private vehicle as there will usually be an alternative mode of transport available?**

No. We recognise that public transport may not always be available or be a viable mode of transport for some journeys and not all locations have pool cars. So there will be circumstances when using a private vehicle is appropriate and the higher rate mileage allowance can be claimed. Another example is where the member of staff needs to drive an adapted vehicle. You should always look for the most cost effective, practical and sustainable travel option for your journey.

**With the 'actuals' basis for claiming meal allowances will I still be able to make a claim for T&S expenses if I didn't get a receipt?**

You should usually be able to obtain a receipt. Exceptionally, if you are not able to obtain a receipt and the expenditure can be independently checked, such as a bus or tube fare, you can claim but you should note this on your claim. Provided you have a receipt you will be able to claim whatever you spent up to the maximum limit.

**If I make telephone calls home when I stay away overnight on official business, or use my personal mobile for business when travelling, do I need a receipt to claim the cost?**

You will not have a receipt but should be able to show how much the call cost you – perhaps from your phone bill, or from the call log record on your mobile phone. If you do not have a bill or record of the cost of call you should provide details of the length of the call and your tariff per minute in the comments box in Online HR.

**Some HMRC offices have food available in vending machines and receipts are not available. Can I claim for these expenses?**

Yes. You should keep your own record of the cost you incurred and provide details of the location of the vending machine in the Online HR comments box when you claim.

**When I go to an HMRC training venue I have to pay a small charge for tea or coffee from a vending machine but there is no receipt - can I claim this?**

As your attendance at the training centre can be verified you can make a claim without a receipt, but you should provide details of the expense being claimed in the comments box in your Online HR claim.

**When I travel by public transport on official business, I use a pass (such as an Oystercard) and don't have a receipt. I pay my parking at the railway station by phone and do not have a receipt. Am I allowed to claim these expenses without a receipt?**

Yes. On public transport, or at station car parks, there are fixed prices which can be independently checked so you can claim without a receipt. You should give full details to explain the nature of your claim in the comments box in Online HR. If using an Oystercard, you should only claim for the cost of your business journeys and not for the amount you have paid to top up your card.

## **When I buy food in the canteen at 100 Parliament Street, London or other HMRC offices I am not given a receipt - how do I claim for these expenses?**

Modern computerised tills, like the ones at 100 Parliament Street normally have the facility to give paper receipts. You must ask for a receipt when you make a purchase.

## **Should I retain receipts for every separate purchase of food and drink that I make when claiming the One Meal Allowance or Two Meal Allowance?**

You need to retain all receipts for expenses for at least 24 months. You still need to retain these if you make purchases of food and drink at different times.

## **Under what circumstances can I claim the 'Baggage Weight' expense allowance in Online HR?**

The 'Baggage Weight' expense allowance is the same as the 'Equipment Supplement' and should be claimed as per the guidance 'Carrying equipment'. You should not claim this allowance if the equipment you are carrying will all fit into the boot of the vehicle in which you undertake the journey.

## **What expenses should I claim under the 'Miscellaneous' expense type in Online HR?**

The 'Miscellaneous' expense type should only be used for claims of exceptional expenditure that do not fit under any of the other expense types in Online HR. When making a claim for 'Miscellaneous' T&S expenditure, make sure these expenses cannot be claimed under a more appropriate T&S expense type category before choosing this one. Examples of expenses that should be claimed under the 'Miscellaneous' expense type include:

- cost of business telephone calls incurred when travelling away from your permanent workplace on detached duty (and the office mobile phone is not available)
- minor equipment purchases that are needed when you are away from your office on official business and you do not have access to departmental office supplies e.g. pens, paper

## **When should I claim expenses under the 'Food Purchased' expense type in Online HR?**

Staff working together may choose to purchase their food requirements in bulk and cook it themselves when working away from their permanent workplace on detached duty.

Individuals should claim their share of the actual cost incurred on these food purchases under the 'Food Purchased' expense type, up to the maximum limit of each respective Meal Allowance they are claiming. For example, if food and drink costing £100 is purchased to provide an evening meal for 4 members of staff for one night, each individual will have contributed £25 but will only be able to claim up to the maximum of the Main Meal Allowance of £23.00.

Individual members of staff living in rented accommodation whilst on short-term detached duty of up to 30 days duration might purchase their food requirements in bulk and cook it themselves. Again, they can claim the food costs actually incurred up to the maximum limit of the respective Meal Allowance under the 'Food Purchased' expense type.

If staff on detached duty purchase ready-made hot or cold meals that do not require further cooking, then the actual cost of these meals should be claimed under each respective Meal Allowance expense type and not under the 'Food Purchased' expense type

## **HR43209 Travel and subsistence: Special Allowances**

- Overview
- Using taxable expense types in Online HR
- Hiring or buying formal wear
- Attending a royal garden party
- Attending investitures
- Customs cutters – subsistence allowance
- Criminal Investigation Operational Expenses (CIOE)

### **Overview**

This guidance provides guidance on special allowances and how those expenses should be claimed. It should be read in conjunction with claiming travel and subsistence expenses.

**Note:** Claims should be made using Online HR – Travel and Expenses. If you do not have access to Online HR or are unable to use Online HR, you may follow How to complete a manual Travel and Subsistence claim form.

Make sure you input each element of your expense claim under the correct online expense type category, as detailed below.

### **See also**

How to claim travel and subsistence expenses in Online HR

How to complete a manual Travel and Subsistence claim form

### ***Using taxable expense types in Online HR***

In most instances, your default expense settings on the system will allow you to view non-taxable expense types and you may not be able to view the taxable (T) expense types.

If taxable expenses are to be claimed and you are not able to view these on the system, you or your manager should contact either of the names below, to update your non-taxable/taxable expense type settings. Once updated, you will be able to view the relevant expense type options to enable you to make your claim.

### ***Hiring or buying formal wear***

You can claim the cost of formal dress wear if:

- you attend a formal function as part of your official duties, and
- there is an enforced dress code for this event.

You can claim either the:

- actual cost if you hire
- lower of either £75 or half the cost if you buy.

If you choose to buy you can only claim once every 10 years.

You cannot claim anything if you already receive alternative allowances containing an element for formal dress.

## **How to claim**

You should e-mail your claim details to HR Service Centre (HR Enquiries) with the word 'BUILD', your surname and PID number in the subject field of the e-mail.

### **This allowance is liable to tax and NICs.**

If you have any queries about the policy guidance itself, please send your e-mail to HR Service Centre (HR Enquiries) without BUILD in the subject title.

If you wish to send your claim  
via post or fax then

and you are former C&E you should post or fax your claim to the Liverpool Build to Gross Pay Team  
should either fax or post your claims to:

- all other staff
- the Newcastle Build to Gross Pay Team (surnames beginning A – M) or
  - the Cumbernauld Build to Gross Pay Team (surnames beginning N – Z).

You can find the addresses and fax numbers for each site on the Contacting HR – postal addresses site.

HR Service Centre (HR Enquiries)

## ***Attending a royal garden party***

You can claim travel and subsistence expenses if:

- you attend an investiture or royal garden party, and
- HMRC has sponsored your nomination for this event.

## **Travel costs**

If you travel by rail, you must pay for your own tickets and seat reservations. You must not use HMRC's travel booking service. This is essential if travel payments funded by HMRC are to be correctly taxed. You can claim the standard class return rail fare or the basic rate mileage allowance for yourself and your partner (spouse or companion), limited to the cost of the standard class rail fare.

## **Subsistence allowances**

If an overnight stay is necessary you can claim reimbursement of the actual receipted cost of bed and breakfast for yourself (but not for anyone who accompanies you) up to the limit for



London and within the M25. You may use **Carlson Wagonlit Travel** to book your accommodation but tell them that you will pay the bill yourself. This is essential if hotel payments funded by HMRC are to be correctly taxed.

If your absence from home does not include an overnight stay you may claim the appropriate day subsistence allowance for yourself but not for anyone who accompanies you.

**These travel and subsistence payments are liable to tax and NICs. The Department will meet the additional tax liability on your behalf, but the Employee NICs liability will be payable by you.**

## How to claim using Online HR

If	then
	claim your mileage expenses in the ' <b>Mileage Details</b> ' section.
you travel by motor vehicle	The mileage you enter under 'Miles driven' should be the mileage you are claiming for this journey, but only if the total cost after applying the appropriate rate of mileage allowance is below or equal to the cost of the standard rate rail fare for this journey.
the total cost by motor vehicle is above the standard rail fare	the cost of the standard rate rail fare should be entered under ' <b>Other Travel Expenses</b> '.
you travel by public transport	enter your claim details in the ' <b>Record Expense Receipts</b> ' section along with any other travelling and subsistence expenses you can claim for this trip under the appropriate expense types. For example, use the ' <b>Rail Fare – Standard</b> ' expense type if you travel by standard class rail.

Enter the narrative comments '**Attendance at a Royal Garden Party**' in the '**Business purpose**' box to identify the nature of the claim.

For parts of the claim that relate to your partner (spouse or companion), enter the total amount to be claimed under the taxable '**Accompanied Travel Exp (T)**' expense type in Online HR and provide a breakdown of this in the 'Comments' box.

## ***Attending investitures***

### **Travel costs**

You can claim:

- the standard class return rail fare or the basic rate mileage allowance for you and up to 3 relatives or friends, but limited to the cost of standard class rail fares
- the cost of a return taxi journey between either:
  - the railway station and the place where the investiture is held, or
  - if an overnight stay is necessary, between the hotel and the place where the investiture is held.

If you travel by rail, pay for your own tickets and seat reservations. Do not use HMRC's travel booking service. This is essential if travel payments funded by HMRC are to be correctly taxed.

## Subsistence allowance

If an overnight stay is necessary then for any period of 24 hours you can claim for yourself (but not for anyone who accompanies you) the following:

- reimbursement of the actual receipted cost of bed and breakfast up to the capped rate for the place where the investiture is held
- reimbursement of the actual receipted cost of an evening meal up to the limit of the Main Meal Allowance
- reimbursement of the actual cost of unavoidable personal expenses incurred up to the limit of the personal expenses allowance.

In addition to the overnight expenses, you may claim for yourself (but not for anyone who accompanies you) the appropriate meal allowance for hours which exceed a period, or periods, of 24 hours.

You may use **Carlson Wagonlit Travel** to book your accommodation but tell them that you will pay the bill yourself. This is essential if hotel payments funded by HMRC are to be correctly taxed.

If your absence from home does not include an overnight stay you may claim the appropriate day subsistence allowance for yourself but not for anyone who accompanies you.

**These travel and subsistence payments are liable to tax and NICs. The Department will meet the additional tax liability on your behalf, but the Employee NICs liability will be payable by you.**

## How to claim using Online HR

If	then
	claim your mileage expenses in the ' <b>Mileage Details</b> ' section.
you travel by motor vehicle	The mileage you enter under 'Miles driven' should be the mileage you are claiming for this journey, but only if the total cost after applying the appropriate rate of mileage allowance is below or equal to the cost of the standard rate rail fare for this journey.
the total cost by motor vehicle is above the standard rail fare	the cost of the standard rate rail fare should be entered under ' <b>Other Travel Expenses</b> '.
you travel by public transport	enter your claim details in the ' <b>Record Expense Receipts</b> ' section along with any other travelling and subsistence expenses you can claim for this trip under the appropriate expense types. For example, use the ' <b>Rail Fare – Standard</b> ' expense type if you travel by standard class rail.

Enter the narrative comments '**Attendance at an Investiture**' in the '**Business purpose**' box to identify the nature of the claim.

For parts of the claim that relate to family or friends, enter the total amount to be claimed under the taxable '**Accompanied Travel Exp (T)**' expense type in Online HR and provide a breakdown of this in the 'Comments' box.

### ***Customs cutters – subsistence allowance***

If you are a crew member of a customs cutter, you are able to claim a separate rate of subsistence outside of the normal rules. This also includes an element for incidental expenditure.

**This allowance is not liable to tax or NICs.**

### **How to claim**

The subsistence element of the allowance (£13 per day) should be claimed under the '2 Meals Allowance (NT)' expense type and the incidental expenditure element (actual unavoidable personal expenditure up to £5 per night away) should be claimed under the 'Personal Expenses Allowance (NT)' expense type in Online HR.

### ***Criminal Investigation Operational Expenses (CIOE)***

From 1st October 2010, staff in receipt of the Specialist Investigator's Allowance (SIA) can claim reimbursement of actual additional expenditure necessarily incurred during the course of out of office operational/investigation duties. These expenses are collectively referred to as 'Criminal Investigation Operational Expenses' and they replace the former 'Investigator's Daily Allowance', which was previously paid via the payroll and which ceased on 1 October 2010.

Guidance on the nature of these expenses and how they should be claimed can be found in the Enforcement Handbook under the section 'Criminal Investigation Operational Expenses (CIOE)'.

## **HR43210 Travel and subsistence: advances**

This guidance is for staff and managers and it should be read in conjunction with Travel and Subsistence: an overview.

An advance can be claimed when any of the following is required

- refundable deposits required for a lease agreement
- monthly payments for long term rental agreements
- overseas hotel charges which cannot be billed to HMRC direct
- overseas subsistence costs
- purchase of season tickets that cannot be dealt with as salary advances
- non-travel expenditure incurred during an approved move of home

**Note:** If you apply for an advance you will need to get approval from your manager. In normal circumstances, advances should only be approved for expected expenditure over £100. Only in exceptional circumstances should managers approve advances under £100. Advances should be e-mailed or posted to the HRSC HR Service, Centre (HR Enquiries);

**the words 'Urgent T&S Advance Claim' should be written in the subject title of the e-mail. T&S Advance Form.**

**You can also have an advance:**

If	then
you do not have access to the Online HR claims system	your manager may authorise an advance for your expected expenditure.
you have difficulty in paying for travel in advance	your manager may authorise an advance for your expected expenditure.

**Your advance will normally paid into the bank account you have specified for T&S purposes.**

Your application for an advance:

- should cover estimated travel and subsistence expenditure for up to a maximum of 1 month
- must be limited to your estimated expenditure
- must not include an amount for travelling time.

Claims for an advance up to 3 months may exceptionally be allowed to cover specific instances, for example, the purchase of a quarterly season ticket for daily travel to the same detached duty station.

Where an advance has been paid, you must submit the relevant expenses claim within 14 days of the accommodation lease / rental period ending or journey being completed.

When you should repay an advance

**Note:** Repay any advance immediately if you find that it is no longer needed. T&S Advance cancellations should be emailed or posted to the HRSC; the words 'Urgent T&S Advance Cancellation' should be written in the subject title of the email.

## **HR43213 Travel and subsistence: Official travel - taxation implications**

- Purpose of this guidance and who should read it
- Taxable travelling expenses – cost to the business
- Employee travel – taxation principles
- The tax basics
- What is a permanent workplace?
- What is regular attendance at a workplace?
- What is ordinary commuting?
- What is a temporary workplace?
- Two or more permanent workplaces
- 'Limited duration' – the 24 month rule
- Breaks in attendance at the workplace
- Limited duration – fixed term appointments

- Travel between two permanent workplaces
- How the taxation rules may apply to business travel under remote and mobile working arrangements
- Work duties defined by reference to a particular geographical area
- Passing a permanent workplace when travelling to another temporary workplace
- Travelling to temporary workplaces located close to each other
- When a workplace ceases to be a permanent workplace
- Use of official / pool and hire vehicles on official business – taxation implications
- Annex 1

### ***Purpose of this guidance and who should read it***

To explain when travel costs incurred on official journeys are taxable and the underlying reasons for this. It includes examples of non-standard travel and working patterns that might typically arise, including travel patterns under remote and mobile working arrangements. HMRC managers and staff should read this guidance in relation to the following situations:

- non-standard travel patterns
- regular attendance at more than one workplace
- remote and mobile working arrangements \*\*
- filling internal and external vacancies
- business planning and implementation of working arrangements in business areas

Managers need to be aware of and note the cost implications associated with taxable travelling expenses and factor these into budget plans.

Staff need to understand and apply the taxation rules when submitting travel claims and to claim expenses under the correct non-taxable and taxable expense types in Online HR.

For information about submitting T&S claims when working under non-standard work and travel patterns, see Annex 1.

\*\* Where remote and mobile working arrangements apply or are under consideration please also refer to the 'Remote and Mobile Working Policy for HMRC'.

### ***Taxable travelling expenses - cost to the business***

Whenever taxable travel and subsistence expenses are claimed by staff, HMRC meets the cost of the tax liability on their behalf (but not the cost of the Employee's NIC that is payable) by grossing-up the taxable expenses and applying tax to the grossed-up amount. The effect is to increase the total cost of these expenses to the Department by approximately 25% for basic rate taxpayers and 66% for higher rate taxpayers.

### ***Employee travel – taxation principles***

The principal taxation rules relating to employee travel are covered here, but more comprehensive information is available in HMRC Booklet 490 - 'Employee travel – a tax and NICs guide for employers'.

The rules for NIC are not specifically covered here, but they are broadly the same as the tax rules for employee travel.

## ***The tax basics***

Sections 337, 338 and 339 of the Income Tax (Earnings and Pensions) Act 2003 refer.

Tax relief is only available to business journey costs that are necessarily incurred:

- in the performance of the duties of the employment, or
- where it is necessary to attend a temporary workplace in the performance of the duties of the employment.

Tax relief does not apply to the cost of a journey that is ordinary commuting to a permanent workplace or private non-business travel.

### ***What is a permanent workplace?***

A workplace is permanent if an employee attends it regularly in the performance of the duties of their employment and it is not a temporary workplace. In HMRC this will normally be the office where you have been appointed to work on joining HMRC or following a successful job application on permanent terms. However it is possible for employees to have more than one permanent workplace at the same time.

In practice, the status of the workplace will depend upon each individual set of facts, but generally employees who have a permanent workplace will have a second permanent workplace where:

- they regularly perform ongoing duties at a second workplace, but do not attend there
  - to perform a task of limited duration or
  - solely for some other temporary purpose. If the temporary purpose is only one of the duties that will be performed at the workplace on that day or during that period, please refer to the guidance on 'what is meant by a temporary purpose'.

Even if they do attend at a workplace to perform a task of limited duration or for some other temporary purpose, it will be a permanent workplace and not a temporary workplace if:

- they spend 40% or more of their working time at that second workplace **and** expect to do so for more than 24 months; **or**
- they spend 40% or more of their working time at that second workplace for at least 80% of the duration of a fixed term appointment.

### ***What is regular attendance at a workplace?***

Attendance at a workplace is 'regular' if it is frequent, follows a pattern, or it is the place the employee usually attends for all or almost all of the period of employment. The proportion of working time spent at a particular workplace is a factor in determining whether or not it is treated as a permanent workplace, but it is not the only factor. Even if an employee attends a workplace on only one day per week or only four days per month, if it is on a regular basis, the workplace may still be regarded as a permanent one.

This means it is possible for an employee to have two or more permanent workplaces at the same time.

### ***What is ordinary commuting?***

This is normally the journey between an employee's home and their permanent workplace, where attendance at that workplace place is necessary in the performance of the duties of their employment. An employer cannot turn an ordinary commuting journey into a business journey by requiring an employee to stop off on the way to carry out incidental business tasks, for example, making business telephone calls.

### ***What is a temporary workplace?***

A workplace is temporary if an employee goes there only to perform a task of

- limited duration, **or**
- for a temporary purpose

### **What is meant by 'limited duration':**

If an employee attends a particular workplace in the course of a 'period of continuous work' which is limited in time, then that workplace is capable of being a temporary workplace.

### **What is meant by 'temporary purpose':**

This is where a visit is self-contained, that is, arranged for a particular reason rather than as part of a series of visits to the same workplace for the continuation of a particular task. Examples would include attending another business location for a specific, defined or self-contained purpose, such as a meeting or a two-day workshop. If attendance at a meeting is one of a number of duties that will be performed at a location that the employee regularly attends, then the visit will **not** be for a temporary purpose.

Please note, however, that an employee may attend a workplace regularly and perform duties there that are not of limited duration without that workplace becoming a permanent workplace, provided that the purpose of each visit is temporary.

If the employee is not attending a workplace to perform a task of limited duration or for some other temporary purpose, then it cannot be a temporary workplace and it is not necessary to consider the 'limited duration - 24 month rule', the 'limited duration – fixed term appointments' rule or the 'geographical area' rule.

### **An example to illustrate this point is as follows:**

A manager on a full-time open ended contract and based at an office in Nottingham attends a location in London every Monday on official business. On the first Monday of the month it is to attend a Director's briefing. On the second Monday it is to attend a senior manager's meeting. On the third Monday it is to attend a project board meeting. On the fourth Monday it is to attend an external stakeholder forum. Each meeting is for a discrete temporary purpose and the manager does not undertake his other duties while at the London office. In these limited circumstances, the manager's attendance in London is for a temporary purpose and the location in London is a temporary workplace. Even after 24 months it will still be a temporary workplace because attendance at the London office is for less than 40% of working time.

## ***Two or more permanent workplaces***

If an employee is required to regularly attend at more than one location and attendance at none of the locations is limited in time or for some other temporary purpose, they may have more than one permanent workplace at the same time.

### **Who in HMRC is likely to have more than one permanent workplace under the taxation rules?**

- Staff who carry out a significant part of their duties in two or more work locations, for example Nottingham and London
- Staff who manage teams in various locations and regularly visit each location every week to see their teams.
- Staff who undertake a particular task such as face to face contact at various enquiry centres regularly every week
- Staff who carry out a project at another office where the overall period of continuous work, perhaps interspersed with periods of work elsewhere, is expected to last more than 24 months.

### **Examples to demonstrate when an employee may have two or more permanent workplaces:**

1. An employee is a manager who works 5 days each week but spends each day in a different location. He works in the same location on the same day each week. He attends each location regularly for the performance of the duties of his employment. His attendance is not to perform a task of limited duration and nor is it for a temporary purpose. Therefore each location is a permanent workplace.

2. An employee normally works in Manchester on a Monday and Friday and in London from Tuesday to Thursday. He attends both locations regularly for the performance of the duties of the employment. His attendance at neither location is to perform a task of limited duration or for some other temporary purpose. Each location is a permanent workplace and travel from home to either workplace will be ordinary commuting.

3. An employee regularly visits a particular location every month to attend a management meeting. He undertakes no other duties while at the location of the meeting. Attendance at the meeting has been a duty of his employment for 5 years and he will be expected to attend for the foreseeable future so it is not a task of limited duration. However, the tasks he performs on each visit are self-contained and the purpose of each visit, considered alone, is temporary. So a deduction is due for the full cost of his travel.

4. An employee normally works in Manchester on a Monday, Tuesday and Friday and in London on Wednesday and Thursday. He attends both locations regularly for the performance of the duties of the employment. Although he will attend specifically arranged meetings in London, he will also undertake a range of other duties. His attendance at neither location is to perform a task of limited duration or for another specific discrete temporary purpose. Each location is a permanent workplace and travel from home to either workplace will be ordinary commuting.



### ***‘Limited duration’ – the 24 month rule***

If an employee attends a workplace to perform a task limited in time or for some other temporary purpose, there are some further rules that you need to consider. If an employee attends a particular workplace in the course of a ‘period of continuous work’ which lasts, or is likely to last, more than 24 months, then that workplace is not a temporary - it has become a permanent workplace.

A ‘period of continuous work’ is a period of work throughout which the duties of the employment are performed to a significant extent at that place. For the purposes of operating this rule, HMRC regard duties as performed to a significant extent at any workplace if an employee spends 40% or more of their working time at that place. The same percentage applies to the working time of part-time employees.

So, if an employee has spent, or is likely to spend, 40% or more of their working time at a particular workplace over a period of more than 24 months, the workplace has become permanent and travel between home and that workplace is ordinary commuting, so any travel costs claimed for those journeys will be taxable and also liable to NIC.

Please also refer to the special rules that apply to staff who are employed on fixed term appointments.

To help you decide whether the location you are visiting on official business is ‘temporary’ or ‘permanent’ under the taxation rules, please refer to the flowchart (Word 45kb) and aide memoir (Word 27kb).

### **Examples to demonstrate application of the 24 month rule. They highlight situations when travel costs are taxable and non-taxable:**

- 1.** An officer has worked in a Liverpool office for 5 years. She is sent to perform full-time duties at an office in Bolton for 18 months. Her travel costs to Bolton are non-taxable because her period of attendance at Bolton is limited in duration and also less than 24 months and so Bolton is therefore a temporary workplace.
- 2.** An officer has worked in a Birmingham office for 10 years. He is sent to perform full-time duties at another office in Solihull for 28 months. The Solihull workplace is capable of being a temporary workplace because the officer’s attendance there is for a limited duration. However Solihull is excluded from being a temporary workplace because the officer’s attendance is in the course of a period of continuous work (i.e. the officer works there for 40% or more of his working time) and it is known from the outset that it will exceed 24 months. The Solihull office is therefore deemed to be a permanent workplace and travel between home and Solihull is ordinary commuting. All travelling expenses claimed between home and Solihull are taxable.
- 3.** An officer has worked in a Manchester office for 3 years. She is sent to perform full-time duties at another office in Liverpool for 28 months, but the posting is unexpectedly ended after 18 months. As her attendance at the outset was expected to exceed 24 months, the

Liverpool office is still deemed a permanent office. Her travel is, therefore, ordinary commuting and any travelling expenses claimed for the journey from home to Liverpool are taxable.

**4.** An officer has worked in a Newcastle office for 3 years. He is sent to perform full-time duties at another office in Washington for 18 months. After 10 months, the posting is extended to 28 months. His travelling expenses to Washington for the first 10 months are non-taxable (i.e. while his attendance is expected to be for less than 24 months), but become taxable after that (i.e. once it is known that his attendance is expected to exceed 24 months).

**5.** An officer has worked in a Glasgow office for 7 years. She is sent to perform full-time duties at another office in Cumbernauld for 28 months. After 10 months, the posting is shortened to 18 months. During the first 10 months, any travelling expenses to Cumbernauld are taxable (i.e. while her attendance is expected to exceed 24 months). After this, they are non-taxable (i.e. once her attendance is no longer expected to exceed 24 months).

**6.** An officer works in a Cardiff office. He is sent to work in a Bristol office for 1.5 days a week for 28 months. For the rest of the week, he continues to work in the Cardiff office, which remains his permanent workplace. Bristol is capable of being a temporary workplace because the officer's attendance is for a limited duration. However the officer's attendance in Bristol is not in the course of a period of continuous work because the officer is working there for less than 40% of working time. The 24 month test does not therefore apply. Bristol is a temporary workplace and the officer is entitled to claim non-taxable travelling expenses for his journeys to and from Bristol.

**7.** An officer lives in Worthing, but works in a Brighton office. She is sent to work in a Portsmouth office 4 days a week for 30 months. Her travel expenses from home to Portsmouth are taxable, because she is spending more than 40% of her time at the new office and expects to be there for more than 24 months. It is, therefore, deemed to be a permanent workplace. HMRC will not reimburse any travelling expenses for the one day a week that she travels to the Brighton office, as this remains her nominated permanent workplace.

**8.** An officer works in a Brighton office. He is sent to work in a Bournemouth office for one day a week over a 10-month period. He travels to Bournemouth directly from his home in Hastings. He does not expect to be travelling to Bournemouth for more than 24 months. His travelling expenses for the journey from home in Hastings to Bournemouth are claimable on a non-taxable basis in accordance with the guidance 'Official journeys starting or ending at your home'.

**9.** An officer works in a Belfast office. He is sent to an Antrim office for 3 days a week for 18 months. He can claim travelling expenses to Antrim as non-taxable as, although he is spending more than 40% of his time there, he does not expect to be there for more than 24 months. So, Antrim is a temporary workplace.

**10.** An officer is employed in a London office. She is sent to a Leeds office for one day each month to attend a regular management meeting. She has done this for 5 years. Although she goes to Leeds for more than 24 months to perform a self-contained task, she does not spend

more than 40% of her working time there. Her travelling expenses from London to Leeds are therefore non-taxable.

**11.** An officer lives in Newcastle and works part-time for 2 days a week in a Newcastle office. She is asked to spend one of her two working days covering a vacancy in the Middlesbrough office for a period of 32 months. Her travelling expenses from Newcastle to Middlesbrough are taxable. Whilst she only spends one day a week there, this is more than 40% of her working time and she is expected to be there for more than 24 months.

#### **See also**

Official journeys starting or ending at your home [HR43202]

### ***Breaks in attendance at the workplace***

A period of continuous work at a particular location may remain continuous even where there is a break in attendance there.

**Example -** An officer has worked in Manchester for 10 years. He is sent to perform full-time project work at another office in Leeds for 18 months. He then returns to work at his Manchester office. His attendance in Leeds is limited in duration but has not lasted longer than 24 months and there was no expectation of his attendance there lasting longer than 24 months. His travelling costs to Leeds will be non-taxable. After a further 3 months, he is unexpectedly required to return to the project in Leeds for a further 12 months. His travelling costs for the further 12 months will be taxable because, although it is still a task of limited duration, more than 40% of his working time is being spent at Leeds for more than 24 months ( $18 + 3 + 12 = 33$  months).

### ***Limited Duration – fixed term appointments***

There is a special rule that relates to staff on fixed term appointments. A period of attendance at a place is not regarded as of limited duration or for a temporary purpose if it is all or almost all of the period for which the employee is likely to hold the employment, or continue to hold the employment.

**Example -** An officer is taken on for a fixed term employment of 18 months to work at a particular office in Newcastle. The Newcastle office would be capable of being a temporary workplace because his attendance is for a limited duration (i.e. less than 24 months). However, it cannot be a temporary workplace because his attendance at that site is for all of the period during which he will hold that employment and clearly for more than 40% of working time and more than 80% of the duration of the contract. Under HMRC T&S rules, he is not eligible to claim travel expenses from home to Newcastle as this is his normal commuting journey between home and permanent workplace (unless he is eligible to claim travelling expenses under the ‘Starting work early or finishing work late’ guidance).

### ***Travel between two permanent workplaces***

Travel costs incurred when travelling between two permanent workplaces will not be liable to tax or NICs provided that substantive duties are carried out at both ends of the journey.

This is because it is travel in the performance of the duties of the employment and not a commuting journey between home and the permanent workplace.

**An example to illustrate this point is as follows:**

An employee drives from home to his permanent workplace in Reading and works there for 2 hours by logging on to the computer, meeting with colleagues and dealing with post. He then travels to second permanent workplace in London where he performs substantial duties there every week. He attends a meeting and undertakes other duties there for 3 hours before returning home. The travel costs from the Reading office to the London office will be non-taxable, but the return travel costs from the London Office to home will be taxable.

***How these taxation rules apply to official travel under Remote and Mobile Working arrangements***

**Office-based but mobile**

If you are office based but mobile you will have a designated HMRC office as your permanent workplace, but you will also be required to work at other temporary workplaces on detached duty on a regular basis. If you spend 40% or more of your time at another workplace and each visit is not to perform a task of limited duration or for some other temporary purpose, that workplace will be deemed to have become a second permanent workplace if it covers, or is expected to cover, a period of more than 24 months. In these circumstances, you will have more than one permanent workplace at the same time and you can claim travel expenses from home to the second permanent workplace in accordance with the T&S guidance under 'Official journeys starting or ending at your home', on a taxable basis.

The test for deciding whether you have more than one permanent workplace is whether you have spent, or are likely to spend, 40% or more of your working time at a particular workplace over a period of more than 24 months.

Most people will not have more than one permanent workplace at the same time. Indicators of a workplace being a second permanent workplace will include:

- when you regularly perform a significant part of your duties at the second workplace
- when other people would expect to be able to contact you there; and
- you have an office, or desk, and support services at the second workplace, which you regularly use.

**The taxation implications for journeys to and between workplaces that may or may not be permanent workplaces are covered in the following examples:**

**1.** An officer works 5 days each week and travels from home each day to a different office in a different town. She works in the same office on the same day each week. In these circumstances, each office is a separate permanent workplace. This is because she travels regularly to each office in each town and the work is neither of limited duration, nor for a temporary purpose. Travelling expenses from home to each of these offices will therefore be ordinary commuting and taxable. If she travels between any of these permanent workplaces, this will be travel in the performance of her duties, so any travelling expenses claimed for

such journeys between those offices will be non-taxable. For HMRC T&S claim purposes, one of these offices will need to be nominated as a permanent workplace for travelling expense claim purposes and no travelling expenses will be claimable for the journey between home and that nominated permanent workplace. Travelling expense claims for journeys from home to the other offices will be claimable on a taxable basis in accordance with the guidance 'Official journeys starting or ending at your home'.

**2.** An officer operates from two offices. He spends each morning in one office and each afternoon in the other. Each office is a permanent workplace as the work at both offices is neither of limited duration, nor for a temporary purpose. Travelling expenses from home to both of these offices will therefore be ordinary commuting and would be taxable if they were to be reimbursed. For HMRC T&S claim purposes, one of these offices will need to be nominated as a permanent workplace for travelling expense claim purposes and no travelling expenses will be claimable for the journey between home and that nominated permanent workplace. Travelling expense claims for journeys from home to the other office will be claimable on a taxable basis in accordance with the guidance 'Official journeys starting or ending at your home'. Travel between the two workplaces is travel in the performance of his duties, so any travelling expenses claimed for this journey will be non-taxable.

**3.** An officer lives in Solihull and works in a Birmingham office from Monday to Thursday each week. She is required to work in London every Friday to attend business meetings with other team managers and staff. A work station has been provided to allow her to carry out her other work duties in London. Both the Birmingham and London offices are permanent workplaces because substantial work duties are being carried out at both offices on a continuous basis. Her travel costs from home to London and all her overnight accommodation and subsistence expenses incurred when attending the London office will be taxable.

However, there may be occasions when you may attend a workplace regularly and perform duties that are not of limited duration without that workplace becoming a permanent workplace. This will be when the visit is for a temporary purpose and self-contained task, for example, when it has been arranged for a particular reason rather than as part of a series of visits to the same workplace for the continuation of a particular task. If the visit is self-contained and arranged for a particular reason, it is likely to be for a temporary purpose and will not be a 2nd permanent workplace.

**4.** An officer lives in Hull and has a permanent workplace in York. She is a manager and has responsibility for staff in a number of offices throughout Yorkshire. She has to attend a senior manager's meeting on the last Friday of each month in Leeds. Although the meetings are regularly held in the same place, Leeds does not become a permanent workplace for Jane because each visit is for a temporary purpose. So any travel expenses claimed for the journey from Hull to Leeds are non-taxable.

### **Home-based but mobile**

Usually employers provide staff with all the facilities they need for work to be carried out at their business premises. So, where employees work at home, they might be doing so because it is convenient, rather than because the nature of the job actually requires them to carry out the duties of their employment there. In those cases, journeys between home and their permanent workplace do not qualify for tax relief as they are 'ordinary commuting'.

If you are 'home-based but mobile', where your home is a genuine permanent workplace (i.e. because the nature of the job actually requires you to carry out your duties of employment there, not because it is convenient), you can claim non-taxable travel costs for journeys you have to make between home and any temporary workplaces that you are required to visit for business reasons.

There may also be occasions when home-based but mobile staff attend another HMRC office on a regular basis to perform work that may be of a substantial nature (for example, accessing departmental computer systems to obtain work-related data and performing other significant duties) or perhaps to carry out work of a non-substantial nature (for example, small temporary tasks such as collecting records or making a few telephone calls from that office) before travelling on to other business locations.

If work of a substantial nature is regularly performed at an HMRC office as well as the home base, you should consider whether the HMRC office may have become a 2nd permanent workplace.

If the HMRC office is a 2nd permanent workplace, journeys between home and that office will only qualify for relief if you are required to travel there in the performance of your duties. If you are home-based but mobile and you choose to work at another HMRC office or work location for convenience reasons rather than the duties of the job requiring you to do so, the travel costs to that location will not qualify for tax relief and you should not claim any travelling expenses for the journey to/from that office.

### **Designated home workers**

If you are appointed as a designated homeworker, where your home is a genuine permanent workplace (i.e. because the nature of the job actually requires you to carry out your duties of employment there, not because it is convenient), you will probably only occasionally be required to travel to other work locations for business reasons. On those occasions, if the duties of the job require you to travel to temporary workplaces on detached duty, your travel costs can be claimed on a non-taxable basis.

### **See also**

Official journeys starting or ending at your home [HR43201]

Remote and mobile working: overview [HR25002] - for definitions of the three categories of remote and mobile working.

### ***Work duties defined by reference to a particular geographical area***

Sometimes staff may not have a single site as a permanent workplace but have a job where their duties are defined by reference to a particular geographical area, for example, visits to employers' premises within a defined locality (which the business will need to specify). In these circumstances, the whole of the geographical area becomes the permanent workplace and business travel costs incurred within the geographical area will be non-taxable.

Under these arrangements, staff should only claim day subsistence for the first 30 days that they work in that defined geographical area on official business in accordance with the 'limits to entitlement to day subsistence' guidance.

Staff will have a geographical area as their permanent workplace where all of the following conditions are met:

- they have no single site that is their permanent workplace, and
- they attend the area regularly, and
- they have a job where the duties are defined by reference to a geographical area.

Business travel costs to other temporary workplaces outside the geographical area will also be non-taxable, unless the criteria under 'Employee travel – taxation principles' apply to any of those work locations.

If you are office-based but mobile, the cost of travel from home to your base office will need to be met by yourself personally as this journey represents normal home to office commuting. This rule applies irrespective of whether the base office is located within the defined geographical area or not. The journeys from your home to the base office will not be in official time. The travel costs for all other business journeys within the geographical area and outside this area will be met by HMRC in accordance with HMRC's normal T&S rules. All business travel will be in official time.

**Example -** A compliance officer is office-based but mobile. She lives in Reading and her permanent workplace is an HMRC office in Staines. Her duties are defined by reference to the whole of a defined geographical area west of London which also includes Staines. Her travel costs from home to the base office in Staines represent normal commuting and cannot be claimed under HMRC's normal T&S rules. The travel costs for all other business travel within and outside the defined geographical area can be claimed on a non-taxable basis in accordance with the HMRC T&S guidance rules, including 'Official journeys starting or ending at your home'.

If you are home-based but mobile and live outside the defined geographical area, the T&S costs incurred for travel between your home and the edge of the geographical area will be taxable and HMRC will allow you to claim these travelling expenses on a taxable basis. HMRC will meet the cost of your tax liability in these circumstances, but you will be responsible for any liability to Employee's National Insurance Contributions. Work done at home in advance of travelling will be classed as official time, but travel between home and the geographical work area will not be in official time. The travel costs for all other business journeys within the geographical area and outside this area will be claimable on a non-taxable basis in accordance with HMRC's normal T&S rules. All business travel will be in official time.

**Example -** A compliance officer is home-based but mobile. She lives in Reading and has no other designated office as a permanent workplace. Her duties are defined by reference to a defined geographical area west of London. The travel costs between home and the edge of the geographical area will be ordinary commuting and taxable, but she can claim these travelling expenses using the taxable expense types in Online HR. Her travel costs for business journeys undertaken within the geographical area will be non-taxable. Her travel costs for journeys to business appointments outside the geographical area will also be non-taxable.

If you are home-based but mobile and live within the defined geographical area, all your business journeys within the geographical area and those outside this area will be claimable on a non-taxable basis. Your home will be the location from which you will base your travel and subsistence claims.

If you are a designated home worker, your home will be considered your permanent workplace for T&S purposes. This means that all your business travel will be claimable from your home address on a non-taxable basis. All business travel will be in official time.

### **See also**

Official journeys starting or ending at your home [HR43201]

Remote and mobile working: overview [HR25002] - for definitions of the three categories of remote and mobile working.

Limits to entitlement to day subsistence [HR43204]

### ***Passing a permanent workplace when travelling to another temporary workplace***

Sometimes you may undertake a business journey from home to a temporary workplace, but pass your permanent workplace on the way. If you stop and perform substantive duties at your permanent workplace, then there are two journeys:

- ordinary commuting between home and the permanent workplace; and
- a business journey between the permanent workplace and the temporary workplace.

Under HMRC T&S rules, travelling expenses for the ordinary commuting journey should not be claimed. Travelling expenses for the second leg of the journey can be claimed and will usually be non-taxable.

If any stop at the permanent office en route to the temporary workplace is temporary and incidental to the business journey, for example, just to collect papers needed for the visit to the temporary workplace, the taxation position is that all of the journey from home to the temporary workplace will be business travel and eligible for tax relief. However, the HMRC T&S rules do not allow you to claim travelling expenses for commuting journeys between home and your permanent workplace (unless you are eligible to claim travelling expenses under the 'Starting work early or finishing work late' guidance). Your travelling expenses should be claimed in accordance with the 'Official journeys starting or ending at your home' guidance in these circumstances.

If the journey from your home to a temporary workplace is not significantly different from your normal commuting journey, the taxation rules specify that travel costs incurred on such journeys are taxable. However, this rule does not apply if the extra journey to the temporary workplace is substantially different and longer than the normal commuting journey (e.g. 10 miles or longer each way). An example journey to illustrate this can be found in the Employment Income Manual 32306.

**The following two examples illustrate what travelling expenses can be claimed under HMRC T&S guidance rules when your business journey may be similar to your normal**



**commuting journey and whether they should be claimed on a taxable or non-taxable basis:**

1. An officer lives in Derby and has a permanent workplace at Castle Meadow, Nottingham. Her normal commuting journey to Nottingham is 15 miles and follows a west/east direction. She is required to travel from home to a temporary workplace in Grantham, which is 25 miles due east of her Nottingham office. Part of the journey to Grantham (between Derby and Nottingham) is not significantly different from her normal commuting journey. Under HMRC T&S rules, the officer can claim for a return journey of 50 miles, as this represents the lower of her actual mileage driven ( $2 \times 40 = 80$  miles return journey) and the notional mileage to Grantham from her Nottingham office ( $2 \times 25 = 50$  miles). As the journey to Grantham is longer by more than 10 miles and significantly different from the journey to her Nottingham office, the travel expenses claimable will be non-taxable.

2. On another occasion, the officer is required to travel from home to a temporary workplace at Huntingdon Court, Nottingham, which is 1.5 miles from her permanent workplace in Nottingham. The journey to Huntingdon Court (between Derby and Nottingham) is not significantly different from her normal commuting journey. Under HMRC T&S rules, she can claim for a return journey to Huntingdon Court of 3 miles, as this represents the lower of her actual mileage driven ( $2 \times 18 = 36$  miles return journey) and the notional mileage from her Nottingham office to Huntingdon Court ( $2 \times 1.5 = 3$  miles). As the journey to Huntingdon Court is less than 10 miles from her Nottingham office and not significantly different from the journey from home to her Nottingham office, the travelling expenses claimable (i.e. 3 miles) in this instance will be taxable.

**See also**

Starting work early or finishing work late

Official journeys starting or ending at your home [HR43201]

Employment Income Manual 32306

***Travelling to temporary workplaces located close to each other***

Sometimes you may need to travel to temporary workplaces that are located very close to each other, for example, adjacent buildings. Although the business reasons for travelling to each temporary workplace may be different, if the journeys to both buildings are not significantly different in terms of route and cost, then the two temporary workplace locations should be treated as the same for the purposes of determining whether or not the travelling costs are taxable under the 'Employee travel – taxation principles' above. In London, travel to temporary workplaces by tube within the same Zone and within 10 Tube stops should be treated as travel to the same temporary workplace.

***When a workplace ceases to be a permanent workplace***

Sometimes, an office may no longer continue to be a permanent workplace. This may happen, for example, if you are transferred to another office on a permanent basis some distance away.

**Example -** An officer works full-time in an office in Worthing. She is sent to work for 6 months in a Gatwick office. At the end of that period, she accepts a permanent position at the new office. At that point, Gatwick becomes her permanent workplace. Two years later, the

officer is asked to cover for an absent colleague back in her old Worthing office for a couple of months. She can claim travel costs between home and her old office in Worthing on a non-taxable basis because Worthing is now a temporary workplace.

### ***Use of official/pool and hire vehicles on official business – taxation implications***

Staff and managers must be aware of the taxation provisions that apply to the use of pool and official vehicles, as non-business travel in such vehicles can lead to a tax liability being incurred by the business. A single “private” journey renders the vehicle taxable for the whole year, and gives rise to a tax liability of around £3000 per vehicle, with the cost having to be met from business area budgets.

This is covered in the ‘Official Drivers Guide’ under the section ‘Income tax on official vehicles: General’.

It is very important that such vehicles are used exclusively for business purposes only and are not used for any incidental private use. Examples of incidental private use would include:

- giving lifts to family or friends even when this is part of a business journey
- dropping off/collecting children from school, even when this is part of a business journey
- calling at shops to make private purchases, even when this is part of a business journey.

### **Travel by pool/official and hire vehicles from home to work locations that are 2nd permanent workplaces under the taxation rules**

#### **Pool/official cars:**

Staff who have more than one permanent workplace under the taxations rules should refrain from using pool or official vehicles for travel from home to these workplaces as they represent ordinary commuting journeys and not business travel. If a pool car is used for travel from home to a 2nd permanent workplace, the vehicle will lose its pool car status and give rise to a tax benefit charge, with the cost having to be met from business area budgets.

If you do use a pool car for travel from home to a 2nd permanent workplace, you should not purchase fuel using the fuel card provided with the vehicle. Instead, you should pay for the cost of fuel replacement yourself and claim reimbursement via the taxable ‘Other Travel Expenses (T)’ expense type in Online HR. If your journey by pool car involves a mixture of travel to a 2nd permanent workplace and to other temporary workplace(s), you should apportion your claim for fuel between the taxable and non-taxable ‘Other Travel Expenses (T)’ and ‘Other Travel Expenses (NT)’ expense types, based on a reasonable estimate of the fuel costs incurred on the taxable and non-taxable portions of the journey. HMRC will meet any tax liability arising on the fuel costs, but you will have to meet the cost of the Employee NICs that is payable.

**Please note** that journeys by pool car directly from your permanent workplace to a 2nd permanent workplace will not give rise to a tax benefit charge provided that substantive duties are carried out at both ends of the journey.

## **Hire vehicles:**

If you use a hire vehicle for travel from home to a 2nd permanent workplace, the cost of the vehicle hire and fuel costs incurred on that journey will also be liable to tax and NICs.

If a hire vehicle is used for travel from home to a 2nd permanent workplace, you can still book a vehicle from HMRC's vehicle hire providers, but you must explain at the time the booking is made that the vehicle is being used for a taxable journey and you will need to pay for the vehicle hire yourself and claim reimbursement from HMRC at a later date. Your claim for vehicle hire should be submitted under the taxable 'Other Travel Expenses (T)' expense type in Online HR. You should also claim reimbursement for fuel costs on a taxable basis in accordance with the guidance for claiming fuel for pool cars referred to above.

## **Annex 1**

HMRC does not normally reimburse home to permanent workplace travel costs, but an exception is when you are eligible to claim Daily Travel Assistance following a permanent move. If you have more than one permanent workplace under the taxation rules and you start your journey to the second permanent workplace from home, you can claim travel and subsistence expenses to the second workplace under the normal claim rules, but using the taxable expense types in Online HR. You can claim the lesser of:

- the actual travel costs you are eligible to claim between your home and the second permanent workplace, and
- the notional travel costs that you would have been eligible to claim if your journey had started and/or ended at your official permanent workplace (i.e. the office where you were originally appointed to work).

For guidance on how to claim taxable expenses via Online HR, please refer to the section 'Travel and subsistence: Claim travel and subsistence expenses in Online HR' in the T&S guidance.

For subsistence claims under non-standard working arrangements, the UK day and night subsistence guidance will usually apply. However, if your duties require you to work in a defined geographical area specified by management under remote and mobile working arrangements you should only claim day subsistence for the first 30 days that you work within the defined geographical area on official business in accordance with the 'limits to entitlement to day subsistence' guidance.

If you are required to work in another defined geographical area, for example, to provide cover for someone who may be absent, you will again be able to claim day subsistence for the first 30 days that you work in that geographical area, but not thereafter.

## **See also**

Daily Travel Assistance

Travel and subsistence: Claim travel and subsistence expenses in Online HR [HR43211]

UK day subsistence expenses [HR43204]

UK Night Subsistence allowances [HR43205]

# HR43214 Travel and subsistence: Tax Liability

- Overview
- Official travel – taxation implications [HR43213]
- Using HMRC's travel and hotel providers when on taxable detached duty
- Compensatory payments
- How to claim taxable travel and subsistence expenses
- Beneficial loans: when a taxable benefit arises

## Overview

All staff and managers should read this guidance in conjunction with the main travel and subsistence guidance.

If	then
your travel and subsistence costs are incurred as a consequence of carrying out your official duties whilst on detached duty and the amounts reimbursed cover the costs actually and necessarily incurred in the performance of your duties.	there is normally no tax or National Insurance Contributions (NICs) liability. However, if you regularly split your working time between more than one office then your expense claims may be liable to tax and NICs. Please refer to 'Official travel – taxation implications [HR43213]'.
you receive travel costs for additional or extended attendance at your permanent workplace, for example, late finishes	The cost of parking your car at or near your permanent workplace is not liable to tax or NICs.
you receive travel and subsistence costs, which were incurred when you were recalled from leave	your claim may be liable to tax and NICs. your claim may be liable to tax and NICs.
you are a consultant	your claim may be liable to tax and NICs. For example, where a consultant has two employments and the duties of those employments are performed at different places. As the cost of travelling between them is not travel in the performance of the duties, then your claims will be liable to tax and NICs.

Whenever taxable expenses are claimed, the Department will meet the additional tax liability on your behalf, but you will have to meet the cost of the additional Employee NICs payable.

## ***Using HMRC's travel and hotel providers when on taxable detached duty***

If you are on taxable detached duty you can use Carlson Wagonlit Travel to book your accommodation whilst on detached duty, but you will need to settle the bill yourself and claim reimbursement of the cost as it is liable to tax and National Insurance Contributions.

**Do not use Carlson Wagonlit Travel for booking travel if you are on taxable detached duty.**

### ***Compensatory payments***

If you suffer financial loss by  
having your detached duty payments taxed and if you

then

become liable to higher rates of tax as a result you can apply for a compensatory payment.

incur a higher total expenditure, for example, on a parental contribution to a means-tested educational grant

you can apply for a compensatory payment.

you can apply for a compensatory payment at the time you receive your notice of coding.

receive lower total personal tax allowances as a direct consequence of these payments

**Note:** you will need to submit a supplementary claim as soon as possible after the end of the tax year to show any underpaid compensation still due or for you to repay any overpaid compensation.

incur interest payments on a late payment of tax or any other payment

you may not claim a compensatory payment.

**Note:** You will need to provide sufficient documentary evidence to PF HR Operations at the address below that enables the financial loss to be quantified. This should include:

- Your full name
- PI Number
- National Insurance Number
- Reason for the claim
- Details of taxable detached duty expenses giving rise to the financial loss
- Documentary evidence to support the amount being claimed, for example, your self-assessment tax calculation

Please send details of your claim and a covering note headed 'HR43214 – Travel and Subsistence Compensation Claim' to the following address:

XXXXXX

HMRC

PF HR Operations

T&S Audit Team

G Spur, South Block

Barrington Road

Worthing BN12 4XH

Compensation payments will be made as soon as possible after the claim has been received. These payments will be treated as income and are liable to tax and National Insurance Contributions in the year of payment. The payments will be made via Online HR as a special

taxable T&S claim. HMRC will meet the additional tax liability on your behalf, but you will have to meet the cost of Employee NICs payable.

If you receive an income tax assessment for immediate payment, you will only have 30 days in which to pay the tax before it becomes subject to interest charges. Therefore it is essential that when you receive the assessment, you send it to the above address without delay so the application can be processed as quickly as possible.

Compensation will not be paid to you in respect of any interest incurred due to late payment of tax.

### ***How to claim taxable travel and subsistence expenses***

Contact XXXXXXXX or XXXXXXXXX Tel. XXXXXXX, for the following reasons:

- general advice on how to claim taxable travel and subsistence expenses, for example when you are on long-term detached duty, attending an Investiture or Royal Garden Party
- if you have claimed taxable travel and subsistence expenses by mistake
- for advice about taxable T&S expenses that appear on your payslip.

### ***Beneficial loans: when a taxable benefit arises***

A taxable benefit may arise if you receive an advance of salary for a season ticket where the balance of the loan exceeds £5000 in a year. When this occurs, you will be personally liable for any tax and NICs that is payable.

More information about beneficial loans and advances of salary can be found in the Advances of salary policy information, and the Employment Income Manual at EIM 26102 and EIM 26132.

#### **See also**

Official travel: taxation implications [HR43213]

Advances of salary [HR41020]

EIM 26102

EIM 26132

## **HR43215 Travel and subsistence: Reimbursement of travel costs by the European Commission**

When individuals attend European Commission meetings they reimburse travel costs to HMRC, not to individuals.

The table below shows how you should claim travel and subsistence expenses funded by the EC:

#### **Step Action**

- 1 Prior to attendance at your first meeting, obtain a pre-completed and authorised 'Financial Identification' form from the Cash Management Policy Team, Finance

Directorate (9NW, Alexander House, Southend-on-Sea).

You need only obtain the Financial Identification for your first meeting. The Commission will use the details from the Financial Identification document to reimburse your claim to HMRC, and to produce labels which will be sent to the address you provide for use at all subsequent meetings.

2 Do not provide details of any personal bank or building society account.

Do not accept cash or cheques from the European Commission.

At or before the meeting, you will be provided with a European Commission '**Application for Reimbursement of Expenses**' form.

3 Complete the front of the reimbursement form and, on the first attendance only, attach the pre-completed and authorised Financial Identification.

For all subsequent meetings attach one of your labels.

Ensure that the meeting secretary certifies the form. They will then pass it on to the Directorate General for Personnel and Administration (DGPA).

4 The DGPA will calculate the amount to be reimbursed and will credit the relevant HMRC bank account. You will receive a payment advice at the address you provide. When you receive the payment advice send a copy, clearly stating your grade and office to:

Banking Transactions Team,

5 Finance, Room B2 South Block,

Barrington Road,

Worthing,

West Sussex BN12 4XH

6 Use '**Online HR – Travel and Expenses**' to claim your travel and subsistence expenses.

The EC will subsequently reimburse HMRC for your travel costs.

## **HR43217 Travel and subsistence: Manager's role in monitoring and managing travel and subsistence expense claims**

- Overview
- Agree travel is necessary
- Agree the most appropriate travel option
- Approve travel by private vehicle
- Agree day subsistence expense claims
- Agree night subsistence expense claims
- Detached duty
- Additional child/adult care costs
- Approving advances of T&S expense claims
- Approving T&S expense claims - guidance for managers (Opens in new window)

### **Overview**

This guidance is for line managers and their appointed substitutes. Its purpose is to

- provide a framework within which managers should authorise the business travel of team members, and
- key aspects to be considered when subsequently checking their travel and subsistence expense claims prior to payment.

It is important that all managers familiarise themselves with the T&S guidance rules and keep up to date with any changes. Messages to announce T&S guidance revisions are published on the HMRC 'About You' intranet page or sometimes in the 'Newsroom', so please check these sites on a regular basis.

### ***Agree travel is necessary***

Before anyone in your team undertakes business travel, you must agree the journey is essential before they travel. You should make it clear to your team as part of your business planning when travel is appropriate and when alternative working options should be applied.

If	Then
The business can be done by other means that avoid travel, such as :	
<ul style="list-style-type: none"> <li>• telephone</li> <li>• e-mail or shared folders</li> <li>• telephone/video conferencing</li> </ul>	Do not agree to the journey.
If a journey is essential and the business cannot be done in any other way	Agree to the journey by the most appropriate cost effective, practical and sustainable travel option.

### ***Agree the most appropriate travel option***

If business travel is necessary, agree with your staff **before they travel** the most cost effective, practical and sustainable travel option, taking into account:

- the full cost of the journey, including any incidental expenses that may be incurred
- accommodation and subsistence costs
- any savings in official time
- the amount of time spent travelling
- the environmental impact of the journey
- the health, safety, well-being and work-life balance of the staff involved.

Remind your staff they should wherever possible:

- use the official travel suppliers to book hotel accommodation and travel tickets for business journeys by air, ferry or rail, except when these journeys are taxable and when the total fares are less than £25
- book travel at least a week ahead or use restricted travel time tickets to get cheaper fares
- travel by public transport if possible as this is usually cheaper than using a private car, but pool or hire cars may be cost effective alternatives
- avoid travelling at peak times as the journey is likely to cost more and take longer.

#### **See also**

Official travel suppliers

Your responsibilities before travelling

Travelling on official business



## ***Approve travel by private vehicle***

You should consider each of the following factors before you agree to a member of staff using their private vehicle for a business journey:

- whether public transport is available and a viable travel option
- whether a pool car is available
- whether it is more economical to use a hire car [a hire car is often the most economical option if the journey will exceed 120 miles in a day]
- whether it is possible to share the journey with another colleague
- whether they meet HMRC's motor insurance requirements

Ensure your staff complete the driver road risk and private vehicle insurance declaration form before they undertake any official travel using a motor vehicle. This form must be countersigned by you as their line manager after you have checked:

- they hold a valid driving licence
- they meet HMRC's motor insurance requirements, and
- that in your opinion they are suitable to drive on official business.

## **Check motor insurance documentation**

If you have given approval for your staff to use their own vehicle for business journeys, you must check at 12 monthly intervals that their motor insurance policy meets HMRC's motor insurance requirements. You may delegate this authority but you must ensure that records of the checks are maintained.

## **Check driving licenses**

You must ensure that DVLA licenses are checked at 6 monthly intervals for all staff undertaking official journeys by motor vehicle. You may delegate this responsibility but you must ensure that records of these checks are maintained. The guidance notes attached to the driver road risk and private vehicle insurance declaration form explain what checks you need to make.

### **See also**

Motor insurance requirements

Driver road risk and private vehicle insurance declaration form (Word 139kb)

Travel decision chart (PDF 30KB)

## ***Agree day subsistence expense claims***

Before your staff undertake official travel, make sure they are familiar with the guidance on day subsistence. You too should familiarise yourself with this guidance and ensure

- you only approve day subsistence expenses in accordance with the guidance rules
- your staff maintain a record of their day subsistence claims to show they have not exceeded their entitlement limits to day subsistence for any detached duty location.

If

a member of staff attends various temporary workplaces on an occasional or intermittent basis

Then

they may claim day subsistence for up to 30 days at each separate workplace location. The 30 day cycle starts with their first subsistence claim and continues with

subsequent claims made at the same temporary workplace. The 30 days represent the first thirty separate occasions when day subsistence at that workplace location can be claimed and not the first 30 calendar days.

For example, if they visit the same temporary workplace on 2 days each week, the 30 days for day subsistence claim purposes will end after 15 weeks (2 days x 15 weeks = 30 days).

they cannot claim day subsistence for that location again until there has been a clear three month break from working in that location.

they reach the 30 day cycle limit at any temporary location

a member of staff attends another temporary workplace on a continuous basis and the duration of detached duty at the temporary workplace is likely to exceed two months

day subsistence is not payable at all at the detached duty location from day one.

it becomes known during the initial two month period that the period of detached duty at the same temporary workplace will last longer than two months

day subsistence is not payable beyond that date.

the absence on official business of more than five hours or 10 hours is not mainly as a result of visits to places more than five miles away, but your member of staff is unavoidably more than five miles away at the time they would take their meal(s)

you may authorise a claim up to the limit of the appropriate Meal Allowance providing all other conditions for claiming day subsistence are satisfied.

you agree that a member of staff needs to return from a UK detached duty location by train or air and have no alternative other than to buy hot food using the train's full restaurant service or at the airport terminal

you may authorise in advance a claim up to the limit of the Main Meal Allowance providing all other conditions for claiming this allowance are satisfied.

a member of your staff buys refreshments for a business contact

you must approve their claim in Online HR before payment can be made.

you need to ask a member of your staff to work late at very short notice, where they:

- unexpectedly have to work after 8pm in addition to their normal working day, and
- for more than 3 hours longer than they would normally work

you can authorise a claim for the cost of a meal up to the limit of the One Meal Allowance. See unplanned late working for more information.

## See also

UK day subsistence expenses

Unplanned late working

Limits to entitlement to day subsistence

Short-term overseas travel and subsistence expenses

## ***Agree night subsistence expense claims***

### **Short-term night subsistence: up to 30 nights**

If you agree it is better for a member of your team to stay away overnight on detached duty because:

- it is more cost effective in time and/or travel costs, or
- the temporary workplace is too far to travel to each day

ensure they familiarise themselves with the 'short-term night subsistence guidance: up to 30 nights' guidance.

Key elements of the short-term night subsistence guidance include:

Staff may claim short-term night subsistence for a **maximum of 30 nights** at the same location.

If

they work the whole week at the same temporary workplace (i.e. 5 days per week for full-time staff)

they do not work the whole week at the same temporary workplace (i.e. less than 5 days per week for full-time staff)

they claim short-term night subsistence allowances for the full 30 nights at the same location

during each workplace cycle they attend one or more other workplaces on official business for 10 or more working days and they then subsequently return to the original temporary workplace

they are absent from the temporary workplace for 10 or more working days for any other reasons, for example, annual leave

the only available hotel accommodation is above the maximum hotel B&B rate for the detached duty location

towards the end of a 30 night period of short-term night subsistence you learn there is a business need for a member of staff to stay longer than 30 nights at the same temporary workplace location, and they are unable to obtain a short-term rental agreement

Then

the weekend must be included within the count of nights, irrespective of whether or not they worked at the weekend. The 30 nights will end after the first 30 nights in the calendar month.

the count of nights will be based on the first 30 separate occasions when night subsistence can be claimed at that workplace location. For example, if they are required to stay away overnight at the same temporary workplace for 2 nights each week, the 30 night cycle will end after 15 weeks (2 nights x 15 weeks = 30 nights).

they cannot claim short-term overnight allowances for that location again until there has been a clear 3-month break from working in that location.

they can start the 30 night cycle again.

this will not count towards the 30 night cycle and they cannot start the 30 night cycle again.

you may authorise the higher cost, but this must be before the reservation is made and before they submit their expense claim

you may agree they can continue to claim short-term night subsistence allowances for a further 7 nights. You cannot agree to extending the 30 day period for day subsistence expenses.

Ensure your staff maintain a record of their night subsistence claims for each temporary workplace visited, to show they have not exceeded their entitlement limits for each workplace location.

Your staff should use Carlson Wagonlit Travel whenever possible to book their business accommodation needs.

### See also

Short-term night subsistence: up to 30 nights

## Long-term night subsistence: over 30 nights

Different night subsistence allowances may apply if staff stay away longer than 30 nights at a temporary detached duty location. All staff and managers should familiarise themselves with the relevant guidance.

Key elements of the long-term night subsistence guidance include:

If

there is a business case for continuing payment under short term night subsistence rules once the 30 night period is used up

Then

the budget holder/senior business manager can authorise the continuation of short-term night subsistence after 30 nights provided:

- the business case is based on the actual costs incurred on accommodation and meals compared with the cost of property rental, and
- it is cost effective to do so.

**Note:** there is no similar provision for extending the 30 day period for claiming day subsistence expenses.

**Exceptionally** you can:

your member of staff is renting accommodation at a temporary workplace on detached duty while on official business for more than 30 nights

- decide to vary the rental caps, subject to advice having been taken from HR Service Centre (HR Enquiries).
- agree, subject to advice having been taken from HR Service Centre (HR Enquiries), to a claim for the rental cost of a flat or house other than for a one-bedroom property if the member of staff has childcare responsibilities that require their spouse or partner to accompany them

you can give prior authorisation to this provided the subsequent claims do not exceed:

If you have a member of staff on detached duty who wishes to stay in a hotel or similar accommodation rather than in long-term rented accommodation

- the actual cost of bed and breakfast up to the average rental cost limits for that location, and
- the actual additional cost of an evening meal up to the maximum of the main meal allowance, providing the cost of the meal is over and above what they would normally spend at home, and
- the actual cost of unavoidable personal expenses incurred up to the limit of the Personal

Expenses Allowance for each night away.

Your staff should use Carlson Wagonlit Travel wherever possible to book their business accommodation needs.

**See also**

Limit to entitlement to short-term night subsistence allowances

Long-term night subsistence: over 30 nights

HR Service Centre (HR Enquiries)

Average rental cost limits

***Detached duty***

For any period of detached duty, there are tax and National Insurance Contribution (NICs) implications to be considered. If a member of staff performs or is likely to perform a significant range of their duties on a regular and open-ended basis at a detached duty location, then the travel and subsistence expense claims may be liable to tax and NICs. All managers and staff should familiarise themselves with the 'Travel and subsistence – tax liability' and the 'Official travel – taxation implications' guidance rules as these provide important information about the following:

- non-standard travel patterns
- remote and mobile working arrangements
- filling internal and external vacancies
- business planning and implementation of working arrangements in business areas

Please be aware that staff should not use Carlson Wagonlit Travel to book taxable travel fares. However CWT can be used to book taxable hotel accommodation, but staff will need to settle the bill themselves and subsequently claim re-imburement via the taxable expense types in Online HR.

**See also**

What is meant by 'Detached Duty'

Travel and subsistence – tax liability

Official travel – taxation implications

***Additional child/adult care costs***

HMRC recognises that some staff may experience difficulties in combining child and adult care responsibilities with work commitments and offers help with caring responsibilities in a number of ways.

Managers must consider requests from staff for help with additional child/adult care costs when they are asked to temporarily alter their normal working routine.

Examples where additional care costs may arise include:

- staff attending official residential events such as a conference or workshop
- staff attending official training courses away from their usual place of work and outside normal working hours
- part-time staff who may temporarily be required to attend work on a full-time basis

- staff who have been away from their workplace on maternity leave or a career break and who return to work under the 'keeping in touch' programme to attend work-related training

This list is not exhaustive and as a manager you will need to look at each case on its merits and consider:

- the needs of the business
- the needs of the jobholder
- budget constraints
- alternative options such as changing the time of the meeting or sending somebody else.

**See also:**

Help with caring responsibilities

Process - Obtain support for care

How to - Claim for additional care costs

### ***Approving advances of T&S expenses***

Staff can claim an advance of T&S expenses, for up to 1 month, to cover estimated T&S expenditure.

Exceptionally, you may approve an advance for up to 3 months, for example, the purchase of a quarterly season ticket for daily travel to the same detached duty location.

**Note:** Only in exceptional circumstances should you approve advances for less than £100.

Managers must approve all claims in advance and e-mail or post the claim to the HR Service, Centre (HR Enquiries). The words '**Urgent T&S Advance Claim**' should be written in the **subject title of the e-mail**.

**See also**

Travel & Subsistence: advances

T&S Advance Form

## **HR43218 Travel and subsistence: Approving T&S expense claims - guidance for managers**

- Introduction
  - Important actions you must take
  - Timescales for actioning workflowed T&S claims
  - Some important factors to consider when checking claims
  - Maintain staff awareness of common errors identified through 'pre-payment' checking

### ***Introduction***

Online HR has been configured to workflow 100% of travel and subsistence expense claims from the staff you manage to you for mandatory pre-payment checking. The workflowed

claims will appear in your Manager Self Service (MSS) portal for you to check in detail against receipts or other evidence that substantiates the accuracy and correctness of the claim. You must then decide whether the claim should be:

- approved for payment, or
- returned to the claimant for amending or correcting, or
- rejected because, for example, the expense is not covered by the T&S guidance rules or cannot be substantiated to your satisfaction.

### ***Important actions you must take***

**Online HR (Substitute manager)** - please ensure you have activated a substitute manager using online HR in case you are absent from the office for a period of time. The substitute manager must 'pre-payment' check all workflowed claims in your absence.

You may wish to consider setting up your manager as a further substitute manager as they will then be able to 'pre-payment' check workflowed claims should both yourself and your other substitute be absent.

You must actively manage your T&S claim authorisation responsibilities by letting your team members know who you have appointed as a substitute manager so they will know who to contact about their claims in your absence.

### **See also**

Online HR help: Substitute Managers - Setting up

**Maintain records of 'pre-payment' checks** - You and your substitute must maintain a record of all claims you have:

- rejected and
- returned to the claimant for amendment or correction, together with the reasons for these actions.

The purpose is to provide an audit trail of the reasons why claims have not been approved straightaway as there is no separate facility in Online HR to record this information.

**Note:** There is no requirement for you to keep a record of claims that have been 'pre-payment' checked and approved for payment without amendment. However, please ensure your staff retain their personal expense records and accompanying receipts for **24 months** for all their claims.

For every claim you reject or return to the claimant for amendment or correction, you should record:

- the name of the claimant and their PID
- Online HR trip number
- date of trip from / to
- brief comments and reasons for the actions you have taken.

Alternatively, you may wish to print off the attachment that is presented to you in MSS when approving a claim, or ask the claimant to print off and send you a copy of their ESS Travel

Expense Statement for the claim that you have pre-payment checked. Please write brief comments and any pre-payment actions taken by you on the paper copy.

**Retain these records for 24 months.**

### ***Timescales for actioning workflowed T&S claims***

Avoid delays in checking/approving workflowed T&S claims to ensure payments to claimants can be made as quickly as possible. All managers, including active substitutes must on a frequent, if not a daily basis, check their MSS portal for any workflowed claims they have received for their approval, especially if they know staff have travelled and are due to make claims.

If you or your active substitute do not approve a workflowed claim within 6 calendar days of the claim being submitted, a notification will be automatically sent to the next manager higher up in the organisational hierarchy (which will usually be your manager) that the claim has not been approved. You or your active substitute will still need to approve or reject the claim after the 6 calendar days as your manager will not be able to perform this task unless you have set them up as a further substitute manager.

On receipt of the notification after 6 calendar days, your manager should contact you or your substitute to remind you that a claim is awaiting authorisation.

**Note:** Authorising advances - You should not authorise advances of expenses outside the current guidance rules.

**Assurance** - please be aware that the T&S Audit team operate an independent programme of post-payment checking as an additional assurance that claims have been made correctly and in accordance with the T&S guidance rules.

Staff will be contacted directly by the T&S Audit Team if their claim is selected and asked to produce receipts. As their manager, you are also copied into this process. It is possible they may select claims for post-payment checking that you have already subjected to 'pre-payment' checking.

#### **See also:**

Online HR help: Travel and Subsistence Claim – Approving or Rejecting

Online HR help: Substitute Managers – Taking Over

Travel and subsistence: advances

Travelling and subsistence audit team

### ***Some important factors to consider when checking claims:***

Staff should claim all travel and subsistence expenses in accordance with the T&S guidance rules. If they make a mistake with their claim, they are expected to tell you straightaway so the claim can be corrected as soon as possible.

Note: If false claims are made, disciplinary action will be taken against the claimant and criminal prosecution may also be considered.



Further information is available in the ‘Conduct: Code of Conduct’ guidance and HMRC’s ‘internal anti-fraud statement’.

For all workflowed claims you should be watchful for irregularities. Check the amounts claimed against all receipts and satisfy yourself that the claim is correct and in accordance with the T&S guidance. If the claim is incorrect, you should either ask for the claim to be corrected or reject it.

If receipts are not held, this should be reported in the ‘comments’ section by the claimant with reasons why they were not obtained. You should not approve the claim if you cannot be satisfied that the expense being claimed is legitimate. Staff should normally be able to obtain receipts, but the T&S Q&As provide examples of occasions when receipts might not be obtainable and how such expense claims can be checked in those circumstances.

For remotely managed staff (i.e. staff who work in different offices to their manager or substitute(s)), it is acceptable for claimants to send faxed or scanned copies of their receipts to you to save time. However, the claimant must retain the original receipts for 24 months, as these will need to be produced should the claim be selected by the T&S Audit team for post-payment checking (see ‘Assurance’ section above).

**Do not** authorise expense claims before you are satisfied that all elements are being correctly claimed. Where claims are repeatedly submitted incorrectly, you may wish to consider this behaviour in accordance with the Discipline guidance.

Where fraud is suspected, you should contact Internal Governance for advice.

The following types of claim will always require close attention

Claim types	Action
Amended claims These are claims that have previously been ‘pre-payment’ checked by you and you have asked for the claim to be corrected or amended.	Please ensure your staff select the ‘save’ button when re-submitting their claim to ensure the claim is workflowed back to you for approval. The trip number of the amended claim will be the same as the original claim.
Claims submitted using non-local cost centre codes	Make sure the correct cost centre code is used, or that it is acceptable for the claim to be submitted using the cost centre entered on the claim. If an incorrect cost centre code is used, arrange for the claim to be corrected.
Expenses that have been claimed under the wrong expense type in Online HR. This also applies to expenses claimed under the non-T&S expense types in Online HR (which are expense types with the prefix ‘Z’ and cover ‘Membership/subscriptions’, ‘Publications’, ‘Retirement Gifts’, ‘Other Expenditure’, ‘External Training’, ‘Further Education Course’, ‘Officers	If an expense has been claimed under an incorrect expense type, arrange for the claim to be corrected. Further guidance on which expenses should be claimed under each Online HR expense type is available under Travel & Subsistence expense types (Excel 90kb)

Personal Effects', 'Telephones', 'Training Expenses').	
Claims from staff who are regularly spending a significant proportion of their working time (i.e. in the order of 1 day per week, 4 days per month, or more) at the same detached duty work location on an open-ended basis.	<p>Check that the correct taxable or non-taxable expense types are used in Online HR.</p> <p>Further information on the taxation rules can be found under the 'official travel – taxation implications' guidance.</p> <p>Please also review the continuing business need for such longer-term open-ended detached duty arrangements and take action to either bring these to an end or curtail them wherever possible.</p>
<p>Future dated claims</p> <p>These are claims in respect of future anticipated expenditure that has not yet been incurred.</p>	<b>Do not</b> authorise any claims in this category.
Claims when fares other than standard class by rail and economy class by air have been claimed.	<p>Ensure all claims are being made in accordance with the 'class of travel' guidance rules.</p> <p>If the claimant has travelled using the wrong class, consider asking for the claim to be amended and bring this to the claimant's attention so it is not repeated in the future.</p>
Claims involving travel by private vehicle.	<p>Ensure that the decision to travel by private vehicle was made in accordance with the guidance under 'your responsibilities before driving' and using your private vehicle.</p> <p>Consider asking for the claim to be amended if these guidance rules have not been followed. For example, if the journey could reasonably have been undertaken by public transport then the travel costs claimed on a mileage basis should be restricted to the cost of standard rate rail fares plus other travel costs that would have been incurred had the journey been undertaken by public transport.</p>
Claims for hotel bed & breakfast and rental costs in excess of the capped limits.	<p>Ensure there were sound business reasons to exceed these limits and that approval was given prior to the booking.</p> <p>Note: Staff claiming long-term night subsistence should be advised to research and move to cheaper</p>

	accommodation within the capped limits as soon as possible should this be available in that work location.
--	--

For more information about Online HR and on approving and rejecting travel and subsistence claims via Online HR, see the guidance on 'Online HR help' and 'Travel and Subsistence - Approving/Rejecting the claim'.

If any of your staff have to claim travel and subsistence expenses using a manual claim form, you will need to check and approve the completed claim before sending it to the HR Service Centre.

Guidance on how to claim using manual claim forms is available for:

- UK travel and subsistence expenses
- Overseas travel and subsistence expenses

For more information on claiming travel and subsistence expenses via Online HR, see the 'Travel and subsistence claim' guidance.

### ***Maintain staff awareness of common errors identified through 'pre-payment' checking***

You should routinely make staff aware of common errors identified through 'pre-payment' checking to ensure they complete claims correctly in the future.

Examples of common errors may include:

Common errors	Action
<b>General Trip Data</b>	
Start' and 'End' dates showing the first and last dates of travel for the whole of the claim period not completed, including the Time Out and Time In entries. This information is mandatory	Return the claim to the claimant for inclusion.
Reason for trip' box not completed. This information is mandatory	Return the claim to the claimant for inclusion. This should show both where and for what reason the journey was made.
Incorrect Cost Centre Code used.	Return the claim to the claimant for inclusion of the correct cost centre.
Travel and accommodation bookings of £25 and over have been made directly with the travel/hotel providers instead of via Carlson Wagonlit Travel.	Advise the claimant to comply with this requirement for future claims.
<b>Mileage details</b>	
Comments' box does not show the names and PIDs of drivers and official passengers when claiming the 'Driver passenger supplement' and the 'Non-driver passenger supplement'. This information is mandatory	Return the claim to the claimant for inclusion.
Comments' box does not specify 'dates' to signify which trip	Return the claim to the

or part of the trip the comments refer to.	claimant for inclusion.
<b>Expense receipts</b>	
Comments' box does not show the locations where meals have been taken.	Return the claim to the claimant for inclusion.
Comments' box does not indicate when receipts have not been obtained and the reasons for this	Return the claim to the claimant for inclusion.
Expenses claimed under the wrong expense type category, for example, taxi fares claimed under 'other travel expenses' instead of under 'taxi fares'.	Return the claim to the claimant for correcting.
Exchange rates omitted from the 'Comments' box for overseas expense claims.	Return the claim to the claimant for inclusion.
Claims made via Online HR which should have been made through the Invoice Processing Centre (IPC)	Advise the claimant to submit claims via the correct claim process in future.

## Travel and subsistence: Travel decision chart (text version)

### Step 1

Instead of travelling, is there an alternative means by which you can carry out your official business, for example, by written correspondence, e-mail, telephone, video conference, telephone conference? (Please refer to the ['Before travelling'](#) guidance for more information).

If **yes** - Don't travel. Carry out your business via your chosen alternative means.

If **no** - Consider the business requirement to travel and go to Step 2.

### Step 2

Has your manager agreed there is an operational need for you to travel?

If **yes** - Go to Step 3.

If **no** - Go to Step 1 use alternative means for carrying out your business such as written correspondence, e-mail, telephone, video conference, telephone conference.

### Step 3

Is public transport available and a viable option for your journey? (**NOTE:** Public transport can often be more business efficient and cost effective when taking into account factors such as journey time, road delays.)

If **yes** - Obtain the most cost effective fare, using Carlson Wagonlit Travel to book your travel tickets wherever possible (if £25 or more).

If **no** - Go to Step 4.

### Step 4

Is there a pool car or official vehicle available for use?

If **yes** - Make the journey by pool vehicle or by official vehicle, but refer to the ['Pool car'](#) and [Official drivers guide](#) to ensure you meet the Department's requirements for driving these vehicles. Please also refer to the guidance notes covering the ['Driver road risk and private vehicle insurance declaration form'](#).

If **no** - Go to Step 5.

### Step 5

Will a hire car be cost effective for your journey? Financially, a hire car will normally become cost effective if the journey distance is more than 120 miles in a 24 hour period.

If **yes** - Make the journey by hire car, but refer to the ['Hire a car'](#) and ['Travelling on official business'](#) guidance before you make the booking. Please also refer to the guidance notes covering the ['Driver road risk and private vehicle insurance declaration form'](#).

If **no** - Go to Step 6.

### Step 6

Having considered all other travel options under Steps 3 to 5, do you and your manager agree that travel by private car is the most appropriate mode of transport for the journey? Refer to note below.

If **yes** - Higher Rate Mileage Allowance can be claimed provided you meet HMRC's insurance and vehicle ownership requirements under ['Travel & Subsistence: using your private vehicle'](#) and you have not claimed more than 10,000 miles at the Higher Rate Mileage Allowance rate in any one tax year. Please also refer to the guidance notes covering the ['Driver road risk and private vehicle insurance declaration form'](#).

If **no** - If you choose to travel by private car when other more cost effective travel options are available to you under Steps 3 to 5, you can claim Basic Rate Mileage Allowance for your journey but you must meet HMRC's 'insurance requirements'.

In these circumstances, your travel claim should be restricted to the cost of the journey by public transport standard fares.

**Note**

If your home is significantly closer to the place of visit than your normal office your manager may sometimes agree that travel direct from your home in your own private vehicle is the most appropriate mode of travel.

There may also be valid reasons why travelling by pool car or official vehicle is not appropriate, for example, you don't meet the Departments requirements for driving these vehicles or perhaps you may have a disability which prevents you from driving vehicles other than your own private vehicle.