

F1 - Business Travel Policy

To be read in conjunction with Business Travel Policy Guidance

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1. Purpose

1.1. This policy sets out the council's expectations in relation to business travel and how employees should elect modes of transport when travelling for business purposes is necessary.

1.2 The policy aims to:

- minimise the environmental impact of business travel, with particular regard to the climate emergency declared by the council;
- minimise the financial impact of business travel; and
- ensure employee welfare and legislative requirements are considered in relation to business travel.

2. Scope

- 2.1 This policy applies to all employees of Leicester City Council except those employed in schools. Should relevant circumstances arise in relation to school-based employees, schools may decide whether they wish to adopt this policy.
- 2.2 This policy applies to all employees who travel to undertake their duties regularly or occasionally e.g. to visit service users, sites, attend events or training etc.
- 2.3 The general principles also apply to casual workers, consultants, agency workers, volunteers or any other workers who are undertaking business travel on behalf of the council.
- 2.4 The policy does not apply where employees are provided with a council fleet vehicle to undertake their duties.
- 2.5 Travelling to and from work and home (i.e. commuting) is not within scope of this policy.

3. Business travel hierarchy

- 3.1 The business travel hierarchy (Appendix 1) illustrates travel options with primary regard to the environment and must be consulted when considering whether travel is necessary and, if so, the means of transport for each business journey.
- 3.2 It is recognised that sometimes there is no alternative to using a car for business travel and it is not intended to impede travel by car where it is required.
- 3.3 Travel by taxi is only to be undertaken as a last resort.
- 3.4 This policy, and the hierarchy, will not be applied to the detriment of employees with restricted mobility or other disabilities.

4. Travel expenses

- 4.1 Where an employee uses their own vehicle (car, motorcycle, moped or bicycle) for business travel they will be paid the HM Revenue & Customs car mileage rate.

5. Employees' responsibilities

- 5.1 To minimise business travel and only undertake travel if there is no alternative.
- 5.2 To consult the business travel hierarchy and travel feasibility factors when making travel choices.
- 5.3 To use effective journey planning and agile working to minimise journeys to and from a work base in accordance with the [Flexible working \(location\) policy](#).
- 5.4 To ensure, through forward planning, that clothing and footwear are not barriers to foreseeable journeys that could be undertaken by walking or cycling.
- 5.5 To travel using their own vehicle (car, motorcycle, moped) only if there is no appropriate alternative.
- 5.6 When using their own vehicle (car, motorcycle, moped or bicycle) for business purposes:
 - To read, and comply with, the [Occupational Road Risk - Safety Management Standard](#), including showing their manager their vehicle documentation periodically.
 - To ensure they have adequate business use insurance from their own insurance provider.
- 5.7 To claim any business travel expenses in a timely manner and ensure that claims for mileage only reflect the actual miles travelled.

6. Managers' responsibilities

- 6.1 To apply this policy consistently throughout their area of responsibility and ensure all employees are aware of the policy and adhere to it.
- 6.2 To ensure employees use the business travel hierarchy and feasibility factors to make the best travel choices, ensuring that employees only use their own car, motorcycle, or moped if there is no appropriate alternative. Best travel choices will take account of the environmental

impact, personal safety, legislative requirements and the cost effectiveness (cost of the journey and time taken to travel) of travel options.

- 6.3 To ensure that, where employees drive their own vehicle for business purposes, there is compliance with the management requirements of the [Occupational Road Risk- Safety Management Standard](#). This includes completing and keeping the motor documentation inspection form up to date to indicate employee driving licence, insurance policy, road tax and, where applicable, MOT certificate have been checked.
- 6.4 Not to authorise claims for mileage expenses unless the above documents have been checked.
- 6.5 To ensure, when authorising mileage claims, that the claim reflects an accurate distance for the journey.
- 6.6 To permit travel by taxi in exceptional circumstances only, i.e. travel is essential, and it is not feasible to use an alternative form of transport.
- 6.7 To hold reflective discussions within their teams on how business travel impacts the environment, review how staff travel against the business travel hierarchy and explore opportunities for more appropriate travel choices, in order to encourage a reduction in the environmental impact and costs.

7. Directors' responsibilities

- 7.1 To monitor spend with a view to reducing business travel and the associated cost.
- 7.2 To scrutinise adherence to the business travel policy.

8. Other responsibilities

- 8.1 The **Fleet Service** will promote and provide a fleet booking service.
- 8.2 The **Walking and Cycling Team** will promote sustainable travel, walking and cycling for business travel.

8.3 The **Business Service Centre** will provide advice and guidance to managers and employees in relation to business travel and process claims in line with the conditions of service.

8.4 **Insurance Services** may be able to assist where a personal vehicle has been damaged whilst being used for business purposes; as detailed in the [scheme to compensate employees for loss of damage to personal property occurring whilst on duty](#).

9. Monitoring & review

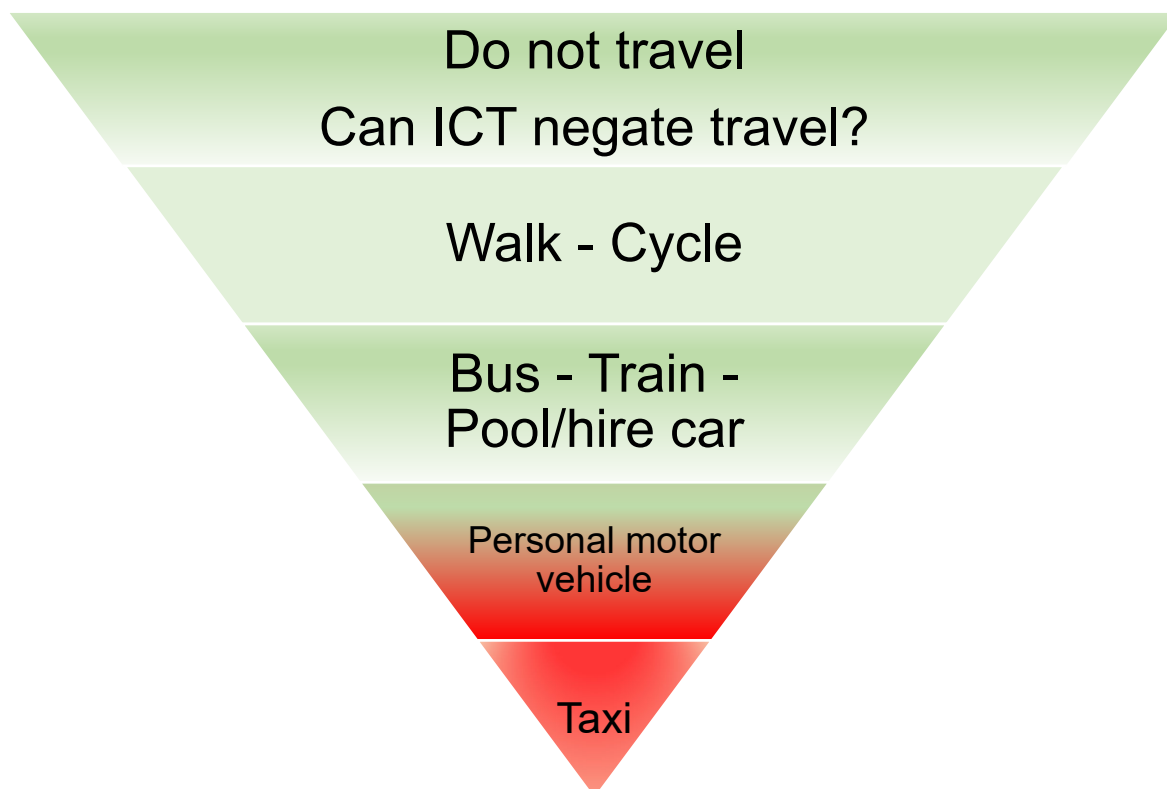
9.1 This policy will be kept under review and amendments may be made as appropriate.

Document Control

| Implementation Date | Author | Summary of Changes |
|---------------------|--------|--------------------|
| June 2021 | | New Policy |

Business Travel Hierarchy

The hierarchy indicates the order of preference for business journeys from an environmental perspective. If travel is necessary, travel feasibility factors should be used in conjunction to determine how a journey is undertaken.



| Travel Feasibility Factors |
|---|
| Financial impact |
| Health and safety legislation |
| Personal safety |
| Time efficiency |
| Number of people travelling |
| Access/ disability related requirements |
| Need to transport equipment etc. |
| Accessibility of destination |