

Excerpt from Employers in Voluntary Housing Statement of Terms and Conditions of Employment (April 2018)

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Travel and subsistence

1. Normal travel to work

You will travel to and from your normal place of work in your own time and at your own expense. If we need you to make extra travel in connection with your work, we will refund reasonable costs you incur as a result of our request.

2. Business travel

2.1 If you are travelling on authorised business for us, you will be entitled to reclaim fares for public transport. We will refund rail travel at second-class rates only.

2.2 You should only use taxis in line with our policy.

2.3 You may use your private car when travelling on business only when authorised to do so by your line manager.

Before receiving this authorisation, you will need to have your vehicle comprehensively insured for business as well as private purposes. The senior or health & safety officer will also make sure that the car owner has completed a certificate declaring that they have valid insurance and that this has been kept in a designated file. The certificate should state the following.

I confirm that I have examined the insurance policy for my private car, registration number, and the car is comprehensively insured for business purposes. I will renew the policy while the car is in my possession and insure any future vehicle which I will use for business travel.

We will not accept responsibility for damage to your car or for injury to the people in it while the car is being used for business purposes.

Authorised car users will be able to claim allowances for business travel authorised by their line managers. The scale of allowances will be in line with the current EVH and Unite agreed rates. These are added to the current set of salary scales, which are reviewed every year.

3. Subsistence allowances

3.1 Eligibility

The rates of allowance are based on your time away on business so you need to give us details of the start and finish times of these instances when claiming subsistence allowance.

3.2 Rates

The rates are reviewed on 1 April each year as part of annual pay negotiations, and you can find up-to-date amounts by referring to the most recent wage agreement.

We can pay two levels of subsistence rates.

- If you need to be on approved or official duty for more than 10 hours, in any one day.
- For official duties of between 5 and 10 hours in any one day outwith our geographical area of activity.

3.3 Overnight

If you are on official duty and away from home overnight, we will pay reasonable expenses as long as you produce receipts.