

# Scottish Terms and Conditions Committee

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To : NHS HR Directors  
NHS Directors of Finance  
NHS Employee Directors

Ref: STAC(TCS04)2013

Date: 1<sup>st</sup> July 2013

Dear Colleague,

## **REIMBURSEMENT OF EMPLOYEE NHS BUSINESS TRAVEL COSTS PCS(AFC)2013/3**

### **SCOTTISH TERMS AND CONDITIONS COMMITTEE Implementation Guidance**

#### **1. Introduction**

1.1 Following a UK partnership review of Section 17 of the Agenda for Change (AfC) Terms and Conditions of Service Handbook, new arrangements were agreed to reimburse employees for business travel. These new arrangements are detailed in NHS Circular PCS(AFC)2013/3 and are effective from 1 July 2013.

1.2 The new system applies to all staff covered by the AfC terms and conditions of service and to Senior Managers. They do not currently apply to doctors and dentists who will continue to be paid in line with existing arrangements.

1.3 The Scottish Terms and Conditions Committee agreed that it would be useful to produce a short Q&A to support implementation of the new travel arrangements and ensure that these are implemented fairly and consistently across all NHS Boards in Scotland. This is attached in annex A.

1.4 Any queries on this supporting guidance should be addressed to Janis Millar at [janismillar@nhs.net](mailto:janismillar@nhs.net).

Yours sincerely



Robert Calderwood  
Chief Executive  
NHS Greater Glasgow & Clyde

**STAC Management Side Co-Chair**

cc STAC Members



Elizabeth Stow  
Society of Radiographers

**STAC Staff Side Co-Chair**

## REIMBURSEMENT OF EMPLOYEE NHS BUSINESS TRAVEL COSTS

### Questions and Answers

Q.1 – Do these new arrangements apply to lease cars?

A.1 – No. Lease car schemes are not covered by these arrangements and the circular confirms that these remain for local agreement. However, Annex M of the circular which covers Lease Vehicle Policies does state that local schemes should take into account the principle on “eligible miles” as set out in paragraph 17.15 and Table 9 of PCS(AFC)2013/3.

Q.2 – Will all Boards be applying the “eligible miles” guidance?

A.2 – Yes, it is a requirement of the national agreement. However, it is not necessary to change the eligible miles calculation for local leased car policies on 01 July 2013. Discussions are on-going to agree a common date when Boards will need to build these new arrangements into their lease car policies.

Q.3 – If employees are required to attend a location which is not their designated base either for work purposes or to attend a course or meeting, what mileage will they be entitled to when they normally drive to their base?

A.3 – Employees will be reimbursed for miles travelled minus their normal home to base mileage.

Q.4 – If employees normally travel by train or bus to work using a season tickets or something similar and require to use their own car to travel to a location other than their main base, what mileage will they be entitled to?

A.4 – In these circumstances employees will be reimbursed for all miles travelled. They will also need to provide evidence that they have a season ticket for home to base travel.

Q.5 – If employees normally travel by car to work but are required to use public transport to attend a location other than their designated base will they receive full reimbursement of travel costs?

A.5 – Yes, in these circumstances the full fare will be reimbursed.

Q.6 – The new system comes into effect on 1 July 2013 but the normal year used for mileage calculations is 1 April to 31 March. How will this be implemented?

## REIMBURSEMENT OF EMPLOYEE NHS BUSINESS TRAVEL COSTS Questions and Answers (continued)

A.6 – Systems will need to start recording miles travelled from 1 July 2013 as employees have the right to 3,500 miles to be paid at the higher level under the new system from that date.

*Discussions are continuing as to whether we will proceed to work on a 9 month basis for the first year of implementation or whether the year for mileage purposes will change to 1 July – 30 June going forward. We expect this to be confirmed by the end of July 2013 at the latest.*

Q.7 – If employees are required to return to work outwith their normal working hours, for example undertaking on call work, the agreement states that they will be paid the full mileage. Is this paid at reserve rate of business rate?

A.7 – All mileage incurred whilst on-call is paid at reserve rate regardless of whether or not the work is undertaken at base or elsewhere. The full business rate is paid to staff who travel to a base other than their own during their normal working day but not for on-call purposes.

Q8 – When a member of staff is required to travel to an alternative base to undertake a period of work either on a permanent basis as a result of a change of base or on a temporary basis to provide services at an alternative base, how many miles are reimbursed and at what rate?

A.8 – This is a commute to work and the excess miles should be paid at the reserved rate. Excess miles are the miles travelled to the alternative base minus the normal home to base mileage.