

# Travel Policy

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## Operational Manifesto

The following five key principles underpin our core operational values and are the basis of our operational manifesto. AELP believes in:

- 1.1 The need to ensure the availability of the highest quality and independent careers guidance and advice for learners of all ages, which most importantly dovetails to relevant and realistic employment opportunities. Championing the recognition of apprenticeship outcomes in school performance league tables.
- 1.2 The need to ensure the absolute parity of opportunity, driving social mobility, championing opportunities for the disadvantaged and narrowing social inequality, leading to both meaningful progression opportunities and also sustainable outcomes.
- 1.3 The need to ensure the combination of high quality Traineeships and Apprenticeships should be the preferred flagship routes to skills training wherever possible and practical.
- 1.4 Championing work-based and work-related learning, and the contextualised value which they bring to both the learner and their employer.
- 1.5 The need to ensure both a fair and a transparent skills funding system, regardless of actual programme, provision or the provider of that training.

## Purpose

Occasionally team members may be required to travel on Company business even when travelling is not a routine part of their job. Where possible, travel will be arranged through the Company, but at times team members may need to be responsible for booking their own travel and claiming the costs back through the Company's expenses claims procedure.

AELP is committed to the wellbeing of all its' team members whilst travelling and any team member who has concerns about travelling on Company business should speak to their line manager.

As a not for profit organisation we are mindful of how we spend our money and look to find the best value travel options whilst still supporting our team members with regard to their welfare and security.

This policy covers all travel undertaken on AELP business, both in the UK and overseas. This policy applies to all AELP team members, casual workers and agency workers. This policy should be read in conjunction with the Expenses Policy & Procedure.

## Responsibility and liability

AELP will reimburse team members for all reasonable and necessary expenses while travelling on authorised Company business in accordance with our Expenses Policy.

- 1.1 You must obtain authorisation from the line manager for travel and/or accommodation **before booking it**.
- 1.2 To reduce costs, you should consider travelling outside of peak times, as this produces significant savings.
- 1.3 Non-compliance with this policy may result in your being denied reimbursement or facing disciplinary action.
- 1.4 Under the Health & Safety at Work Act 1974, Section 7, you must take reasonable care for your health and safety. You should ensure you are fit to undertake the journey in question, and consult a doctor first if there is any doubt.
- 1.5 AELP's travel insurance does not cover any travel taken against the advice of a medical practitioner.

## Sustainable Travel and alternatives to travel

Wherever possible we encourage team members to consider use of sustainable travel.

### 1.6 Use of video/teleconferencing

Before booking any travel, it is essential that you consider video/teleconferencing options as a means of reducing costs and carbon emissions. AELP encourages the use of video conferencing facilities.

## Use of Car for travel on Company business

You may use your own car for travelling on Company business. If you do not drive, or it is more economical to use public transport you can do so where appropriate.

### 1.7 Driving Licence & Insurance

You must make sure that you are insured for business mileage and have provided a copy of your insurance certificate and driving licence to the Company on an annual basis. You should report any changes to your driving licence to your Manager immediately.

### 1.8 Mileage Records

You are required to keep accurate records of business mileage as advised by the Company. Failure to keep and report accurate records may result in an increase in personal tax liability and/or deductions for fuel being made from your salary.

### 1.9 Parking Fines

You should always endeavour to park in designated parking areas. Should you be issued with a parking ticket you should inform the Company immediately.

1.9.1 You remain responsible for any such fines or penalties and the Company reserves the right to make a deduction from your salary for any such fines directed at the Company.

### 1.10 Driving offences, fines and penalties

Whilst driving on Company business you should comply with all road traffic regulations, which includes observing the speed limit.

1.10.1 The Company will not accept any liability for any driving offences that you may commit whilst driving a vehicle on Company business and will not pay any fines that you may incur.

### 1.11 Use of Mobile Telephones While Driving

You must not make or receive calls on your mobile telephone whilst driving on Company business, EVEN if you have a full hands-free facility installed in your vehicle. AELP believe that the use of a mobile phone, even hands free, is a risk to health and safety.

1.11.1 The Company will not accept any liability for fines or penalties imposed as a result of unlawful use of your mobile telephone while driving.

1.11.2 If you need to make (or receive) a call you should pull over (when safe and legal to do so) and turn off your engine.

1.11.3 The unlawful or incorrect use of mobile phones will be dealt with through the disciplinary procedure

#### **1.12 Alcohol and Drugs – Driving**

You are not permitted to be over the legal alcohol limit or take illegal drugs or other illegal substances whilst out on business or whilst driving on behalf of the Company. Any breaches will be dealt with through the disciplinary policy. Such offences are considered to be gross misconduct.

#### **1.13 Security of Vehicle**

You should ensure that the vehicle is always parked safely and is locked. You should not leave valuables in the vehicle, but if this is unavoidable you should ensure that any contents are stored safely and securely and out of sight (e.g. in the boot).

1.13.1 The Company will not accept any liability for items or personal belongings that are stolen from vehicles, or damaged in the vehicle.

1.13.2 You should not leave any items with confidential data (electronic or paper based) in the vehicle whilst it is unattended.

1.13.3 Theft from the vehicle or theft of the vehicle with confidential data within is a serious risk to the business and could lead to breaches in Data Protection.

1.13.4 If you are found to have left confidential data within a vehicle whilst unattended you may be subjected to disciplinary procedures.

#### **1.14 Accidents and Damage to Vehicles**

You should report any accidents whilst on Company business to the Company as soon as possible and within 24 hours.

1.14.1 Where any third parties are involved in the accident, you should ensure that you obtain their details (name, address, vehicle registration and insurance details if possible), and if the police attend the accident, you should take a note of the police officers name and number.

## Rail

All travellers must travel by Standard Class. Where possible tickets should be ordered in advance and confirmed by email.

1.15 You are responsible for cancelling any pre-booked rail tickets that are not required.

1.16 When booking an advance train ticket a booking company such as the Trainline, for example, should be used, as they offer the opportunity (for a fee) to cancel advance tickets.

## Taxis

Taxis should only be used where there is no suitable public or private transport and/or where heavy goods have to be transported. All local taxi journeys should be pre-booked through a reputable taxi firm.

### 1.17 Use of taxis for short journeys

Taxis should not be taken for journeys within walking distance. In the interests of staff safety, taxis may be used in place of walking or public transport only if a staff member is travelling alone in unfamiliar surroundings.

### 1.18 Use of taxis when working late

If you have to work late (after 9pm) through no choice of your own, on an occasional and irregular basis, taxi travel home can be reimbursed in the following circumstances only:

- where public transport has stopped running
- where it is unreasonable to expect you to use public transport because infrequent availability or poor reliability of service will result in a substantially longer journey than normal
- transport is interrupted by strike action
- where taxis cost less than other means of transport

Taxi fares will be reimbursed only where the line manager is satisfied that such costs have been necessarily incurred. However, it should be noted that travel by taxi acts as a substitute to public transport, so any tip to the driver should not be claimed.

## Air

You must travel by the lowest logical fare. 1<sup>st</sup> Class travel is prohibited and Business Class travel must be approved by the Chief Executive **before booking**. If all seats on your chosen flight are full you should travel on the lowest cost alternative.

1.19 Travellers are responsible for ensuring that the lowest logical fare, for standard class travel is sought and special deals are maximised.

1.20 The following types of low fare alternatives will be considered in determining the lowest logical airfare:

- Specially-negotiated rates
- Advance purchase fares
- Connecting and one-stop flights
- Alternate airports
- Promotional fares
- Consolidator tickets
- Lower cost non-preferred carriers

## Group Travel

Where more than one team member is travelling to the same location and by the same method of travel, the authoriser of the travel form is determined by the highest level of traveller.



## Telephone usage

Telephone calls made while travelling on business should be reasonable in quantity and cost. Where possible, you should avoid using hotel telephones as they incur considerable surcharges.

1.21 If you have not been issued with a mobile phone or Blackberry, and anticipate that you will need to make business-related calls, you should either purchase phone cards or use your own personal mobile phone.

1.22 The daily subsistence rate of £5.00 (£10.00 if overseas) includes personal expenses for ad hoc expenditure like telephone calls, and this amount should be sufficient for the majority of claims.

1.23 Where costs are in excess of the subsistence rate, AELP will refund the cost of receipted phone cards or the actual cost of calls made on a personal mobile phone provided the calls claimed are individually listed and costed.