

**Travel and Subsistence Employee Policy**

Cyngor Cyllido Addysg  
Uwch Cymru  
Higher Education Funding  
Council for Wales

hefcw

**Introduction**

1. This Travel and Subsistence (T&S) employee policy applies to all:
  - Employees of HEFCW; and
  - Temporary or contract staff engaged by HEFCW, whether they are directly employed by HEFCW or their services are contracted via a third party.
2. Employees at all levels of HEFCW and others outlined above, are required to familiarise themselves with the T&S employee policy and its supporting procedures, all of which are available on the intranet and can be made available in hard copy.

**Statement of Policy**

3. HEFCW's T&S employee policy confirms HEFCW's commitment to reimburse staff members only for expenses that they actually and necessarily incur in the course of official travel. Official travelling or business means travel or business for the purposes of HEFCW official business. It does not include travel between staff member's home (permanent or temporary) and the staff member's normal place of work.
4. The T&S employee policy and supporting procedure have been reviewed on line with HEFCW's specific duties under the Equality Act 2010.
5. The T&S employee policy ensures that staff members are reimbursed without delay for out of pocket expenses incurred as a necessary part of their duties. Staff members are expected to follow the T&S procedure and keep expenses within the limits of this policy.
6. HEFCW encourages staff members to reduce our carbon footprint, and to use the most efficient and economic means of travel which save both money and the staff member's own time and energy.

**Responsibility and Reporting**

7. Management responsibility for HEFCW's T&S employee policy and its underpinning procedures rests severally with:

- the Management Accountant, responsible for T&S employee policy and working with the following staff to advise on, and coordinate, travel and subsistence input to our duties as set out below:
- the HR Manager, responsible for issues relating to HEFCW as an employer;
- the Payroll Manager, responsible for issues relating to HEFCW’s processing of pay and T&S for employees;
- the Head of Corporate Services, who has overall responsibility for all of the above.

8. The T&S employee policy will be reviewed by Management Board and the Council’s HR Committee every three years (unless changes to legislation or relevant regulatory frameworks require more frequent reviews or revision).

**Supporting documentation**

9. The T&S employee policy is supported by the following:

- T&S employee procedure
- T&S Staff Members Claim Form

<b>Version</b>	<b>Date</b>	<b>Comment</b>
0.1	21/01/2014	Draft presented to end users for consultation
0.2	27/02/2014	Revised draft following consultation feedback
0.3	11/03/14	EIA screening
0.4	18/03/14	Revised policy and procedure following EIA

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2076 1861.