



TRAVEL MILEAGE POLICY

Korus Health

POLICY:

For the purposes of this policy, driving for work refers to any motorised vehicle used for journey that are undertaken by employees in the course of carrying out their work on behalf of Korus Health. Where practical to do so, journeys should be shared.

It does not include an individual's personal journeys to or from their place of work unless that journey is undertaken in a company owned vehicle or lease car.

Policy Statement

Korus Health recognises that many employees use their own cars in order to carry out their work in delivering services to the people of Cornwall and Devon. These journeys may be frequent or occasional and may involve both single and multiple short and long journeys within a working day.

The vehicle used, irrespective of who owns it becomes an employee's workplace whilst using it on official work journeys. Commuting from home to the employees' usual place of work (their official base) would not be an official work journey but travel to a different destination would be an official journey.

It is the intention of Korus Health that staff are committed to ensuring that all employees who drive in the course of Korus Health business should do so in a safe and managed way to minimise the risks of collision and injury on the roads. Health and Safety law requires employers to ensure so far as reasonably practicable the health, safety and welfare of all employees and to safeguard others who may be put at risk from their work activities, including when they undertake work-related driving activities.

Driving for work

Korus Health has a legal obligation under The Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. It also has a responsibility to ensure that others are not put at risk by any work-related driving activities. The employer has an absolute duty of care under section 2 to ensure the safety of anyone driving on their behalf.

Under the Health and Safety at Work Act, employees, who drive at work should co-operate with their employer to enable their employer to comply with their Health and Safety duties. In this respect they should take reasonable care of their own health and safety and that of others who might be affected by their actions, and they must comply with Road Traffic Acts and the Highway Code and use equipment provided to them correctly.

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Korus Health must be reasonably satisfied that vehicles are fit for the purpose for which they are used, they must be properly maintained and be in a safe and fit condition. It must also ensure that any goods and equipment that are required to be carried can be safely and properly secured. The company must be satisfied that drivers' health and safety is not being put at risk.

Korus Health will reimburse all reasonable expenses incurred during the course of normal business travel. Business travel is considered to be all travel undertaken during the course of the working day but excluding normal commuting.

Wherever practically possible staff should share journeys to keep travel claims to the minimum and may also be required to carry ultrasound equipment. If staff choose not to share transport or carry equipment when required, then the reimbursement of business mileage will not apply.

Standard Business Mileage Rate

Korus Health will reimburse the **first 40 miles** of the outward and return journey at a rate of **45 pence per mile**. However, this does not include the mileage of the home to base clinic or 10 miles (whichever is higher) that should be deducted from miles claimed for each journey.

Excess Business Mileage Rate

Any miles in excess of the first claimable 40 miles will be paid at the rate of **17 pence per mile**.

Supporting Receipts and Documents

The employee must submit a travel expenses form correctly, in order that a claim can be processed. Claims must be made within 3 months of the travel date otherwise the claim will not be processed.

All expense claims require you to provide original receipts, and documentation; otherwise the claim will not be processed. All fuel expense claims, (hire car) will only be processed if the claim is accompanied by a VAT receipt. You will need to ask for a VAT receipt with paying.

Public Transport

Employees may claim the public transport cost (2nd Class only) where appropriate but this must not exceed the equivalent mileage claim for the journey except where prior agreement has been obtained from the CEO.

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Travel Expenses Form

Submit the form to the office or by email to the office (as an attachment) by:

- **5th day of the Following Month**

Payment will be processed by **12th day of the following month**, payment can only be made if the travel form is correctly completed.

A description should be completed for each journey and the form must always be signed and dated by the claimant.

Transport of Medical Equipment and Other Items

Staff who carry ultrasound systems, other equipment and documents for the company must ensure the following at all times:

- Vehicle should be secured and locked at all times if unattended. Ultrasound systems are ideally stored in the boot and must be 'out of sight'
- Medical equipment must **NOT** be left overnight in the vehicle
- Korus Health insurance does not cover the cost of damage to your car or belongings
- No patient confidential information should be left on view in your car and must always be stored securely.

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