

NHS Greater Glasgow and Clyde – Reimbursement of Business Miles

The Board's boundaries cover all postcode areas in Greater Glasgow & Clyde and all staff - with the exception of Medical & Dental staff and Leased Car Users - will now be paid under the same terms and conditions when they claim reimbursement for business journeys.

1. Travel within the Board area

Business miles for journeys within the Board boundaries will be reimbursed according to individual User status:-

- Standard Business User rate for those who, with the agreement of their manager, regularly use their own vehicle in the performance of their duties
- Staff who are not required to use their car regularly for business purposes will be paid at the Reserve rate)

NHS Scotland MILEAGE RATES (effective from 1 July 2013)

Mileage Rate	All engine sizes
Standard Business Rate (for first 3,500 miles)*	67p
Lower Business Rate (after 3,500 miles)*	24p
Reserve Rate	33p
Passenger Allowance	5p

* Circular PCS(AFC)2013/5 (issued 23 Aug 2013) confirms the 3,500 miles will start to accrue at 1st July 2013 and not 1st April 2013 which is the start of the Financial Year. This arrangement is for the current Financial Year only and miles for 2014/2015 year (and subsequent years) will accrue from 1st April 2014

2. Travel Outwith the Board Area

NHSGGC staff will be reimbursed at the Reserve Rate for all journeys which take them outwith the Board's postcode boundaries, with the following exceptions:

2.1 Staff whose salaries are administered by NHSGGC, although they are not employees of the Board, will be paid the Standard Rate (reduced to 24p after 3,500 miles) for all journeys if their own Employer's conditions allow them to be paid this rate. A copy of the relevant Terms & Conditions must be submitted to the Travel Team with confirmation that NHSGGC will be reimbursed in full by this Employer.

2.2 Staff whose **core duties require them to provide patient services outwith NHSGGC**, and for whom it has been agreed with their manager that it would not be appropriate to use public transport, will be eligible for the Standard Rate (reduced to 24p after 3,500 miles) to be paid. Circumstances that may lead to this are:

- a) They undertake domiciliary visits
- b) They are required to transport heavy or bulky equipment
- c) There is a cost saving due to carrying passengers; car sharing; avoidance of an overnight stay
- d) There is no suitable public transport available due to location or start/end time of business journey
- e) Public transport not suitable due to multi site visits
- f) Time saving
- g) Secondment

3. Allowance for transporting heavy or bulky equipment

NHSGGC staff who are required to carry heavy or bulky equipment in their own cars shall receive an allowance at half the passenger rate (3 pence) for journeys on which the equipment is carried, provided that either:

- The equipment exceeds a weight which could reasonable be carried by hand; or
- The equipment cannot be carried in the boot of the car and is so bulky as to reduce the seating capacity of the vehicle

Effective Date

These revised arrangements were effective from 1st July 2013.