

Travel and Expenses Policy

Status	Final Approved
Date of version	March 2025
Responsibility for Contents	Vice Principal of Finance & Corporate Affairs
Responsibility Review	Director of Finance
Review Date	March 2028
Primary Contact	Director of Finance

1 INTRODUCTION

1.1 Purpose and Scope of the Policy

The purpose of this policy document is to provide clear and consistent guidance in regard to business travel and expenses. It covers the following:

- Expenses incurred directly by individuals in the course of business for Forth Valley College (FVC).
- Expenditure charged to College credit cards provided by Forth Valley College
- Business travel (including accommodation, meetings, events, subsistence, incidentals, air, rail, car etc.).
- Approval of risk assessment associated with travel

If further clarification is required, guidance should be sought from the Finance team or relevant SMT member **before** a booking is made or expenses are incurred.

This policy applies to all employees of FVC and Members of the Board of Management. This includes all individuals with a contract of employment, including fixed-term contracts and seconded staff from third party organisations.

2 DEFINITIONS AND GENERAL INFORMATION

2.1 Definitions

The following definitions apply throughout this policy:

- Domestic Travel – travel within the UK
- International Travel – travel out with the UK
- Extended travel – travel which includes an overnight stay
- Departmental trips – excursions which include staff and students

2.2 Normal Place of Work and Hybrid Working

An employee's normal place of work is deemed to be their usual FVC campus. As such any travel between home and campus is not an allowable business expense. The implementation of hybrid working is likely to result in individuals agreeing with line managers, a schedule of days in campus and days at home for a typical working week.

Where an individual is required to attend campus on a day that they would normally work at home, travel expenses **should not be claimed** for these journeys.

2.3 Equal Opportunities

FVC recognises that individuals may have specific additional needs and these will be taken account of whenever possible. Any identified needs in relation to business travel should be discussed with an employee's line manager and/or HR Business Manager.

2.4 Travel insurance

FVC has liability insurance to cover all its employees, students and activities, provided the activity is authorised and within FVC policies and procedures. Compliance with this policy will ensure that the College insurance is valid. Please contact the Finance Manager for a copy of the insurance policy prior to any international travel.

The previously issued European Health Insurance card (EHIC) remains valid until the expiry date on the card. Thereafter, it is recommended that all staff apply for the UK Global Health Insurance card (GHIC) for travel within Europe.

Where a member of staff hires a vehicle, they must ensure they have included the appropriate insurance cover from the hire company and that their driving licence qualifies them for the class of vehicle to be driven and the country that they are driving in. It is essential that the local driving laws are adhered to and staff must ensure that these are understood before driving.

2.5 Contact Information

Individuals should ensure that their line manager is provided with details of all travel/accommodation arrangements and contact information. It is also important, for business continuity and travel security reasons that line managers are aware of travel locations and meeting venues at all times.

3 FVC TRAVEL PROVIDER

3.1 Diversity Travel Booking Process

FVC engages the services of Diversity Travel, a 'one stop shop' for all business travel and hotel bookings, and must be used for the majority of travel bookings. Please see the Buyer's Guide for Managed Travel Services on the Finance - Procurement SharePoint page

When booking travel, travellers must provide the information specified below, to the member of staff completing the booking request. This will allow Diversity Travel to progress with the bookings, and provides the College with relevant management information:

- Title
- Contact telephone number (preferably a mobile)
- Passport number, place/date of issue, date of expiry
- Full name as printed on the passport
- Nationality
- Date of birth
- Purchase order number
- E-mail address

Failure to provide the information above will delay the travel booking. All information captured is protected under the Data Protection Act.

3.2 Travel under £50

Bookings for less than £50 do not require to go through Diversity Travel. Instead the travel arrangements should be made independently by individuals preferably by way of a College procurement card or claimed in line with the expense regulations.

4 EXPENSE CLAIM DETAILS AND SUPPORTING INFORMATION

4.1 Required Details

Expense claims should include sufficient detail to evidence compliance with this policy. As a minimum claims should include:

- Date of expenditure
- Reason for expense
- Actual cost including VAT
- Names of other FVC passengers in vehicle for the business journey
- Names of other parties in receipt of hospitality
- The exchange rate used for any foreign currency transaction
- Any other relevant information

4.2 Receipts

All original itemised receipts must be submitted as part of the expense claim – copies or credit card statements are not acceptable substitutes for original receipts. Credit card statements should be provided, where appropriate, as back-up for sterling value of foreign currency transactions. If no receipt is available, the expense can only be reclaimed if an adequate explanation is provided, as to why a receipt could not be obtained. 'Lost receipts' is not a satisfactory reason.

4.3 Tickets and Reservations

For all relevant travel or accommodation claims, a copy of the ticket /receipt and/or hotel reservation booking must be provided to demonstrate policy compliance.

4.4 Exceptions

In the exceptional situation where an employee is unable to comply with the policy, but believes that legitimate business expenditure has been incurred, the expense item should be clearly highlighted as non-compliant, including an explanation. This does not guarantee that these non-compliant items will be reimbursed, but it will ensure that they are identified and reviewed promptly.

5 SUSTAINABLE DOMESTIC TRAVEL

5.1 Method of Travel

FVC recognises that travel is necessary for the business. Public transport, use of College electric cars and particularly standard class rail travel is the preferred means of travel where possible. When deciding whether travel is necessary and determining the most appropriate method of travel, individuals should always consider:

- CO₂ emissions relating to any journey
- Whether the meeting could be held by conference call
- The most effective use of resources, including time spent travelling
- Travel distances and access to public transport for all participants involved when arranging a meeting; and
- Risk management and health and safety issues.

5.2 Minimising Journeys

Whenever possible, individuals should aim to reduce 'single occupancy' travel by car-sharing with colleagues and maximise the time at the destination by arranging multiple meetings on the same day, thereby limiting the need for repeat journeys.

5.3 Travel Between Campuses

Travel between campuses is detailed in the [campus travel guide](#) which is found on the HR SharePoint page.

6 EXTENDED & INTERNATIONAL TRAVEL - HEALTH, SAFETY & SECURITY

6.1 Health, Safety and Security

Under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999, the College is required to ensure that all work related travel is safe, planned and risk assessed in advance of travel commencing and is approved by the relevant line manager.

FVC has a duty of care for all staff whilst travelling overnight or overseas on FVC business, and reasonable controls must be in place to minimise risk. The individual employee also has a responsibility to adhere to FVC's procedures regarding overseas travel and should take reasonable steps to avoid potential risks.

Travel security advice and other relevant information can be found for many countries and cities, by accessing the Foreign, Commonwealth & Development Office (FCDO) website.

6.2 Forms Required for Extended or International Travel

To request authorisation for extended travel or international travel, a travel requisition form **FVC24** must be completed along with the risk assessment form **HS 013a** and any medical declaration forms, **FVC63**. Completed forms should be sent to the relevant Director/Head of Department for initial authorisation, and should include dates, location, travel arrangements and itinerary for the trip. These must be completed (a minimum of 2 weeks) **before** any travel can proceed, and can be located on the Finance SharePoint page.

- FVC 24 Approval for Foreign and Extended Travel;
- HS 013a Risk Assessment for Foreign and Extended Travel;
- FVC 63 Medical Declaration Form (for each traveller)

The forms should then be submitted to the Vice Principal of Finance & Corporate Affairs. A list of travel and associated documents must be kept within the College with a departmental contact available at all times during the trip.

6.3 Approval for Extended / International travel: Form FVC24

Forms must be submitted initially to the Director/Head of department, allowing time for full authorisation to take place: normally a minimum of 2 weeks before travel, however FVC recognises that exceptional circumstances may occasionally arise. In this event, it is essential that the request is communicated and authorisation is confirmed before travel is arranged and undertaken.

All key aspects of the trip will be reviewed to ensure that the necessary financial arrangements and risk control measures have been undertaken.

6.4 Risk Assessment Process: Form HS 013a

All extended / international travel must be risk assessed, to identify the foreseeable hazards associated with the travel and assess the inherent risks. This should include personal health, safety and security as well as natural and political hazards.

The form HS 013a outlines the areas of responsibility of the College, the employee and the students travelling.

Issues which will require consideration during the risk assessment process, include, but are not limited to:

- Assessment of suitability to travel to the trip location. This should be evaluated prior and during the trip using information from the Foreign, Commonwealth & Development Office (FCDO) and any local embassy guidelines.
- Staff/student 'fitness' to undertake the actual travelling (pre-existing medical conditions).
- Suitability/location of accommodation for all individuals; consideration of male/female group and appropriate supervision.
- Specific health related travel issues e.g. jet lag, Deep Vein Thrombosis (DVT), manual handling of luggage, etc.
- Personal safety e.g. accidents, crime, political instability, local customs and laws.
- Country specific legislation and/or customs.
- Climate/season e.g. hot/cold/humid extremes, some diseases are also weather/season dependent.
- Activities to be undertaken – work and leisure.
- Location being visited e.g. urban and rural travel may pose different risks.
- Essential and advised immunisation/vaccinations required.
- Lone working issues.
- Duration of trip.
- Dietary advice – including food/water hygiene and risks from local food and its preparation/handling, contaminated water, soil and air borne organisms or food allergies.
- Diseases spread by animals, insects and personal contact.
- Emergency arrangements including medical and travel insurance – including repatriation.
- Mode of transport – both to, from and within the country and location being visited.

6.5 Medical Declaration: Form FVC 63

All individuals travelling must complete a FVC 63 – Medical Declaration Form to confirm they are fit for travel and communicate any medical conditions or allergies. All FVC 63 forms should accompany the initial travel request documentation, form FVC 24.

Individuals are responsible for checking and implementing any necessary health requirements as soon as travel has been approved, including any vaccinations. Advice is available from GPs and health centres.

All information obtained on the FVC 63 will be held for the purpose of travel only. All forms will be held confidentially with the travel documentation, kept for 3 months after the trip and then destroyed via the confidential waste procedure.

Where a member of staff/student indicates that they have a pre-existing medical condition or other related issue that may affect their ability to travel or work abroad, managers may wish to seek advice from HR/Occupational Health. It is also advised that any person travelling abroad on work purposes, particularly on long-haul flights,

seeks confirmation from their GP that they are fit to travel. Inoculations required for the trip location must be organised in sufficient time for travel. Any costs of inoculations for staff charged by the GP will be reimbursed by FVC.

6.6 Passports and Visas

Individuals are responsible for obtaining a valid passport and applying to secure a visa (if applicable). Advice on visas should be checked as soon as a trip is planned, ensuring sufficient time is given to process the request. Any costs associated with securing a visa will be reimbursed by the College and employees should submit a claim through the expense claim form on SharePoint.

7 CONDITIONS OF TRAVEL

Once the trip has been confirmed and authorised, the following conditions apply:

7.1 Time Off in Lieu and Overtime

Travel time outside of normal working hours can be claimed as Time Off in Lieu. Overtime worked during the trip should be claimed in line with the Working Practice Agreements and approved by the Director/Head of department.

7.2 Emergency

Individuals should ensure access to either a personal, or College, credit card whilst on the trip. In the case of an emergency, which requires additional expense to be incurred, the College will reimburse the employee as soon as practicable. Receipts must be provided to claim reimbursement. Emergencies are deemed as events likely to affect safety/security or an emergency at home.

7.3 Communications

If using a mobile phone or chargeable internet access abroad, the College would pay for costs of calls in country, to the UK or internet access, provided that receipts are kept for itemised calls or pay-as-you go top-up with a list of calls. Alternatively the College can provide individuals with a mobile phone for the duration of their travel. All calls must be deemed reasonable and of a justified duration. Internet access should be costed before use and any other communications kept to a minimum. A College mobile phone can be requested from the IT Helpdesk. The costs of personal calls are covered by the overnight incidental allowance. See Section 11 below.

8 TRAVEL AND EXPENSE COMPLIANCE

8.1 Expense Claim Timescales

Expense claims must be made within 3 months of the expense being incurred. Failure to do so will result in claims being declared invalid and may not be paid.

Any claims made out with the 3 month period will only be paid with the written approval of the Director of Finance. It is the individual's responsibility to seek such approval in these circumstances.

8.2 Payment Arrangements and Recoveries

Expense reimbursements are made through the monthly payroll. FVC reserves the right to recover from individuals any overpayments of travel or expenses. Recovery may be made by deduction from further expense claims or via salary deduction.

Costs incurred during travel which have not been directly invoiced should preferably be paid by a College credit card.

Advances in foreign currencies may be given, and on return must be accounted for through a foreign currency advance expense claim. Failure to do so will result in the cost of the advance being deducted from future expense claims.

8.3 Air Travel

Individuals should book flights as early as possible to provide choice and ensure value for money. Flights should be Economy Class, and the cheapest available option, subject to reasonable connections and stopover times.

Premier Economy flights or additional leg room seats are permitted where the total international flight time, including onward connections, is in excess of 7 hours (excluding any stopover time).

Frequent Flyer schemes offer a range of benefits to regular travellers. It includes the use of special lounges and other modest benefits which are available as part of the journey. Individuals are free to take up these offers, which can be regarded as de minimis. However, these can only be accepted if no additional cost is incurred by FVC. FVC will not reimburse frequent traveller membership fees under any circumstances.

8.4 Domestic Rail Travel

Standard/Economy class rail travel should be booked for all journeys. Rail travel is the preferred method of travel around the UK, including London, whenever this is feasible.

Personal rail concession cards/tickets can be used but only if the cost is less than or equal to the standard rail fare.

8.5 Rail Travel when Overseas

The class of travel should be the equivalent of Standard/Economy class rail travel in the UK. Receipts should be kept and submitted as part of the individuals expense claim if these tickets cannot be organised prior to travel.

8.6 Car or Minibus Hire

Car or minibus hire should only be used when the College cars or minibus are not available or suitable, and when public transport is not viable or cost effective. Where more than one member of staff is travelling and the cost of car/minibus hire is less than the combined public transport cost, then vehicle hire may be appropriate.

Any staff member wishing to hire a minibus or car must comply fully with the Health and Safety Driving for Work Policy. If a College vehicle is being used, please ensure compliance with the code of conduct for use of College vehicles.

Individuals can claim the lesser of:

- The actual hire cost for the period of the journey including refuelling costs; or
- Mileage allowance for the business journey.

The College insurance scheme covers staff when hiring vehicles for short term business use, therefore the hire company will require a copy of the College certificate of insurance which can be obtained from the Finance SharePoint page. The hire invoice should be checked to ensure mileage and times are accurate.

8.7 Mileage

Mileage will be paid in respect of any journey which starts and finishes at the normal place of work, i.e. mileage incurred travelling to and from the usual campus for business purposes. Where a journey does not start and finish at the normal place of work, employees are entitled to claim the lesser of the actual number of miles driven, or calculated as if the journey started at and returned to the usual campus.

Where employees are driven by a family member or friend to or from an airport, the equivalent mileage cost of the return journey may be claimed, but it must be claimed under other travel costs, not as mileage.

An additional 5p per person per mile can be claimed for each Forth Valley College passenger carried on a business journey. The passenger must be a fellow Forth Valley College employee and their name(s) noted on the claim.

8.8. Car Parking

The cost of car parking away from the normal place of work and associated with a business journey will be reimbursed. When parking at an airport for onward journey, the long stay car park should be used where possible, unless a cheaper alternative is available.

Parking and speeding fines are not legitimate business expenses and cannot be reclaimed.

8.9 Taxis

Taxis may be used for business purposes where there is no suitable public transport, or when travelling with excess luggage or equipment. Individuals should give due consideration to value for money and their own personal safety.

Tips on taxi fares may be claimed where incurred to reward good service. Individuals should exercise discretion and ensure that any tip does not exceed local customary levels. Where taxi receipts are handwritten, please ensure that the receipt is for the gross value including the amount of the tip.

8.10 Accommodation

It is College policy to use standard hotel rooms or equivalent and the cost of any upgrade should be settled at the expense of the individual. The room rates are set with upper limits on the Diversity Travel booking system as follows:

- London £180
- Rest of UK £95

Justification is required for requests beyond these limits, and should be advised to the individual's Head of Department (corporate services) or Operations Manager (academic).

Where accommodation is provided as hospitality to external customers or partners, individuals should contact the Finance Manager to agree the most appropriate payment method.

8.11 Non-Compliant Booking Authorisation

Any travel bookings made out with this Policy should be approved by the relevant member of SMT.

8.12 Personal Travel

Personal travel may be included as part of a business trip, subject to prior authorisation. All excess costs, beyond the business travel and accommodation should be paid for by individuals. Personal travel will not be booked by FVC, individuals must make their own arrangements. Personal travel is not covered by FVC insurance.

9 EXPENSE CLAIM AUTHORISATION

9.1 Expense Claim Authorisation

Expense claim authorisation is via the iTrent Employee Self Service portal with all travel claims being approved by an individual's line manager. Line managers are responsible for checking the legitimacy of the claim before the claim is approved on the iTrent Manager Self Service portal for payment.

Checks will be carried out by the HR payroll team as part of the monthly payroll review to ensure adherence to the policy.

10 SUBSISTENCE COSTS

10.1 Definition

Subsistence includes the cost of accommodation and meals incurred when individuals are required to work or stay away from home. It does not include incidental costs such as newspapers, private telephone calls etc. Please refer to Section 11 Incidental Expenses for further details. Details of subsistence rates can be found at Appendix 1.

10.2 Food and Drink

Where individuals work away from home overnight or away from any of the FVC campuses, the receipted costs for meals may be claimed, subject to sections 10.3 and 10.4 below.

With the exception of water, refreshments purchased out with a meal cannot be claimed through expenses, unless as part of a business meeting with external parties. Such costs should be claimed as business hospitality.

Where an individual settles the subsistence bill of another employee, the name(s) of the others should be included in the claim form. The most senior member of staff present on such occasions should incur the costs and claim the expenses.

10.3 Breakfast

When required to stay overnight away from home and breakfast has not been included in the hotel rate, receipted costs for breakfast including any gratuities or taxes can be claimed through expenses up to the set limit for the country the cost has been incurred in. Please refer to Appendix 1.

Where individuals are required to leave home before 7am for onward business travel, receipted breakfast costs up to a maximum of £10 can be claimed through expenses.

10.4 Lunch and Dinner

If working away from the normal place of work, individuals may claim the lower of the actual costs (with receipts) and the specified limits for lunch and dinner. To be eligible to make a claim, individuals should be more than five miles from both home and any of the FVC campuses, for at least five hours with no food provided. The period of absence is calculated on the actual time of absence, based on departure time from home or office and time of arrival back at home or office.

The receipted costs including gratuities or taxes can be claimed through expenses up to the set limit for the country in which the cost is incurred. Individuals can incur costs over the specific limits however this excess cannot be claimed. These limits are set to meet the replacement cost of a “typical” equivalent meal for employees, they are not set to meet the cost of business dinners – these costs should be claimed as business hospitality.

The cost of alcoholic drinks will not be reimbursed and should not be claimed.

10.5 Hospitality

Only hospitality offered to external customers and partners (e.g. business lunches, post-meeting refreshments etc.) can be claimed through expenses. Costs over £200 (total) or over £50 per head (whichever is the lower) should be authorised by the relevant Director/Head of department or Vice Principal in writing prior to the event and submitted with the claim.

In-house restaurant facilities should normally be used for working lunches, however purchase can be made from other suppliers if shown to be better value for money. Internal recharges for use of the Gallery Restaurant is permitted where external visitors are attending. Details of external visitors should be given at the time of booking.

10.6 Gratuities and Tips

On occasions where warranted by good service, a gratuity may be provided as part of the cost of dining. Individuals should exercise discretion and ensure that the cost of the meal does not already include a service charge. The gratuity should not exceed local customary levels and may be reclaimed as part of the subsistence cost, up to the maximum meal limit.

Other than for meals, portage and taxi journeys, tips/gratuities are regarded as personal incidental expenses, explained in section 11 below.

11 INCIDENTAL EXPENSES AND OVERNIGHT ALLOWANCES

Personal incidental expenses incurred during a business trip are not classified as subsistence and are subject to particular rules. Incidental expenses include, but are not limited to, the cost of newspapers, private telephone calls, mini bar costs, in-house movies and laundry costs. Tips/gratuities for personal service are also regarded as incidental expenses.

An overnight allowance is payable to cover the cost of all such incidental expenses. Individuals should not reclaim costs incurred on such items in addition to, or as a substitute for, the overnight allowance. The following limits apply, and are in line with HMRC agreed non-taxable limits

:

- Domestic travel overnight allowance £5
- International travel overnight allowance £10

12 OTHER BUSINESS COSTS

Individuals may incur costs in respect of their employment and depending on the current HMRC rules and the College's operating framework, such costs may, or may not, be chargeable through business expenses.

Prior approval, and guidance, must be sought from Finance prior to incurring costs and submitting any claims.

13 NON COMPLIANT TRAVEL AND EXPENSES

13.1 Reporting of Non-compliance

Sample audit reviews will be carried out by the Finance team on submitted travel booking documentation and expense claims. Any queries on the content of claims will be directed to the employee in the first instance.

Details of all non-compliant travel and expenses will also be reported to the relevant LMT member and the Vice Principal of Finance & Corporate Affairs.

Where individuals make a false claim or declaration for reimbursement of expenses which does not conform to this policy, disciplinary action may be taken. Individuals may also be asked to repay any monies that have been claimed by the employee or incurred by the College, which are non-compliant with this policy.

APPENDIX 1

Subsistence Meal Rates

	Breakfast	Lunch	Dinner
UK (except London)	£10*	£7.50	£30
London	£15*	£20	£45
Europe	€20	€20	€40

The allowances for all other destinations will be provided by the Director of Finance as required.

* Only applicable if accommodation booked on room only basis, and does not include breakfast.

APPENDIX 2

HMRC Mileage Rates

Vehicle type	Up to 10,000 miles	Over 10,000 miles
Car	45p per mile	25p per mile
Car – additional FVC passengers	Additional 5p per passenger per mile	Additional 5p per passenger per mile
Motorbike	24p per mile	24p per mile

APPENDIX 3

Guidance on Claimable Expenses

	COST CATEGORY	CLAIM THROUGH STAFF EXPENSES	NOTES
TRAVEL	CAR MILEAGE Home to normal place of business	No	
	Secondary journeys outside normal business hours defined as: - On weekdays which require staff to return home before commencing a second journey to a business destination e.g. where preparing for a business dinner/travel. - Any essential business journey undertaken at weekends or on public holidays, with the exception of home to campus journeys.	Yes	
	RAIL Can I travel other than economy /standard class?	No	First class travel is allowed on journeys over 5 hours (one way) and journeys from Scotland to London. For shorter journeys economy/standard class should be used.
	Can I claim for meals and refreshments during my journey?	Yes	If the business journey relates to an overnight stay and spans a normal meal time, receipted meal costs can be incurred in line with the subsistence rules. Meals outwith these rules and any refreshments are not allowable business expenses.
	FOREIGN CURRENCY COSTS Commission and/or buy back guaranteed costs associated with FC obtained via corporate/personal credit card.	Yes	Receipted commission and buy back costs for foreign currency are allowable business expenses and can be claimed through staff expenses. Currency exchange losses incurred when buying-back guarantee is not obtained are not allowable costs.
	CAR PARKING AT NORMAL PLACE OF BUSINESS	No	Not allowable expense.
HOSPITALITY	INFORMAL CORPORATE HOSPITALITY The provision of low-level routine hospitality e.g. business lunch, refreshments after a meeting etc.	Yes	Routine hospitality can be claimed through expenses. Amounts in total over £200 or £50 per head (whichever is lower) should be authorised in advance. Internal recharges of lunches/dinners in the Gallery Restaurant is allowed for external hospitality only.
	STAFF ENTERTAINING Staff celebratory events e.g. Christmas party	No	
	Entertainment of staff as reward/recognition of service provided	No	
	Hospitality offered to employees (no external party in attendance) e.g. at the end of a team away day	No	Hospitality provided to employees is not an allowable expense and the normal rules and rates of subsistence should be applied.
CORPORATE PURCHASES	MOBILE IT EQUIPMENT ACCESSORIES	Yes	The following peripheral kit required to support FVC provided mobile IT equipment can be purchased and reclaimed through expenses: - Replacement power packs /chargers - Screen protectors - Cases Note: Car chargers are not an allowable expense. IT accessories can be sourced through the IT Department. Items greater than £20 must be purchased through the IT department.
	OTHER COMPUTER EQUIPMENT AND SOFTWARE	No	All other IT purchases should be requested through the IT department.
	OTHER OFFICE EQUIPMENT PURCHASES	No	All purchases of office equipment should be made by the Estates department.

APPENDIX 4

Travel Time – Time Off In Lieu (TOIL)

EXTENDED (OVERNIGHT) / INTERNATIONAL TRAVEL	CLAIMABLE TIME	TIME OFF IN LIEU
Travel on a non-working day	Total travel time from home to end of journey	Yes
Travel on a working day	Total travel time out with core College hours less normal home to College travel time	Yes
LOCAL / RETURN ON SAME DAY TRAVEL	CLAIMABLE TIME	TIME OFF IN LIEU
Home -> College	Not claimable	No
College -> Home	Not claimable	No
Home -> external location -> College	Total travel time out with core College hours to external location less normal home to College travel time	Yes
College -> external location -> Home	Total travel time out with core College hours from external location less normal College to home travel time	Yes
Home -> external location -> Home	Total travel time out with core College hours less normal home to College and College to home travel time	Yes