

NES Non-Staff Travel and Expenses: Guidance Notes for SAS Claimants

SAS working in Scotland on substantive contracts are eligible for reimbursement for their reasonable personal costs of attending conferences, courses, events and training/learning activities that are provided, supported or pre-approved by NES' SAS Development team, within the limits below.

To claim, you must submit a fully complete expense claim form to the SAS Development admin team within 3 months of your return home. Forms must be signed and emailed from your NHS/hospice email account to SAS admin staff at SASDevelopment@nes.scot.nhs.uk. We can accept hand-signed/scanned or digital signatures.

Please retain a copy of your original form and receipts until reimbursement is confirmed.

Due to admin cost, the total claim amount on a form (when all items are added) must be £5.00 or more.

FOR ALL RECEIPTS: For all costs except mileage, you must provide scans of original paper receipts or copies of digital receipts with the relevant claim form.

The following will only be reimbursed in exceptional circumstances and with specific prior approval: taxi fares, flights, first-class/business-class travel, and foreign travel (from point of entry to the UK only).

ACCOMMODATION

Approval is required from the SAS Development team prior to overnight accommodation expenses being incurred. It will only ordinarily be granted where the claimant would otherwise have to leave home before 6.30am and/or return home after 7.30pm to meet their activity's start/end times.

Commercial accommodation: If approved, actual receipted costs of bed and breakfast up to a maximum of £75.00 per night can be claimed.

Non-commercial accommodation: If approved, reimbursement of actual costs incurred up to £25.00. All receipts for meals and accommodation up to the amount claimed must be enclosed.

MEALS

Meal costs are only reimbursed if no meal/sandwiches were provided at the place of the event/conference/course/meeting/workshop, and if the applicant has travelled more than 5 miles from their normal place of work. Actual receipted costs of meals will be reimbursed up to the maximum detailed below. Alcoholic beverages and service charges/tips are not reimbursable.

Lunch allowance, for an absence of 5-10 hours (must include 12.00-2.00pm): a maximum of £5.00

Dinner allowance, for an absence exceeding 10 hours (must end after 7.00pm): a maximum of £15.00

Full 24-hour period: a maximum of £20.00 to cover lunch and dinner

TRAVEL

The cheapest mode of transport must be used at all times, unless previously agreed with the SAS Development team. All relevant travel receipts and/or tickets showing cost must be provided.

When travelling to attend training, mileage is reimbursable at 24p per mile. Please clearly list your point of departure and destinations for all journeys on the form (you can include your return trip).

Where the claimant has carried a passenger travelling to the same event, who is also entitled to claim travel expenses, then the claimant may claim passenger mileage at the rate of 5p per mile. The name of the passenger must be provided on the claim form.

Those travelling by pedal cycles can claim a rate of 10p per mile.

Reasonable garaging and parking expenses may be claimed in connection with business mileage if public transport is not possible, but should be agreed in advance. If approved, provide receipts.

Contact SASDevelopment@nes.scot.nhs.uk for queries or issues