

## **FOREIGN TRAVEL – POLICY & GUIDELINES**

### **1.0 Foreign Travel Policy**

- 1.1 In order for all foreign travel to be effective, arrangements for each visit must comply with these Guidelines, which not only provide transparency and accountability but support the International Strategy to ensure that desired outcomes can be achieved on a consistent basis from foreign travel undertaken as part of City Council business.
- 1.2 The underpinning aim of this Policy and set of Guidelines is to ensure that the objectives of each individual visit are clear at the outset, that these objectives are achieved and that value for money is secured whilst ensuring the safety of Officers and Members travelling abroad. They seek to ensure that the Council's duty of care as an employer is discharged to the best of its ability. Travelling abroad does create uncertainty and involve a level of risk. These Guidelines are designed to minimise that risk and uncertainty, and empower the individual travelling to exercise their judgement and discretion responsibly whilst abroad to ensure their activities can be carried out safely and effectively.
- 1.3 The Policy and Guidelines replace earlier guidelines (dated 1999), updating these on the basis of experience in recent years and in relation to other related policies and practice within the Local Authority. The Director of Human Resources and Organisational Development, the Occupational Health Physician of the Council's Occupational Health Unit and the Head of Corporate Assurance and Procurement have been involved in the development of the Policy and Guidelines.
- 1.4 The guidelines will be reviewed on an annual basis by the Director of Human Resources and Organisational Development taking into account changing circumstances and experiences during the previous year.
- 1.5 Flowcharts setting out the various key stages of the process to be carried out before and after travel are included as appendix 12 and 13 respectively. These have been developed to assist with implementation of the policy. They are not, however, a substitute for the full policy and guidelines.

### **2.0 Authorisation of Foreign Travel**

- 2.1 Every occasion of foreign travel must be authorised in advance as follows:
- a) Mayor – subject to approval of Chief Executive as a designated Civic Duty
  - b) Elected Members – subject to approval of the Leader of the Council
  - c) Leader – subject to approval of Chief Executive
  - d) Chief Executive – subject to the approval of the Deputy Chief Executive or the Executive Director of Commercial and Corporate Services

- e) Officer – subject to approval of the relevant Chief Officer and Chief Executive or Deputy Chief Executive

In any circumstances where flights or accommodation need to be booked in advance of a formal approval this should be authorised by the Chief Executive.

- 2.2 Foreign travel on official business will generally be undertaken only by Officers and Elected Members of the Council with the exception of designated civic duties when the Mayoress or Mayor's Consort will frequently be invited to accompany the Mayor. In these circumstances, both the Mayor and companion (Mayoress / Mayor's Consort) should be named on the FT1 form for authorisation by the Chief Executive. Costs for the Mayor's companion will be met by the Council to cover travel, accommodation and subsistence following the same guidelines for Officers and Members with the exception of the Out of Pocket Allowance for which the companion is not eligible. Generally, companions will not accompany an Officer or Member in carrying out official Council business save where agreed as appropriate or necessary by the Chief Executive, for example, for reasons of protocol in relation to the city's formal international partners. In these circumstances, where a companion is to travel as part of the official delegation at the cost of the Council this must be authorised by the Chief Executive in advance, and by the Leader if it relates to a Member. In these circumstances, the guidelines regarding authorisation and expenses will apply as with the Mayor's companion. If an individual intends to travel with a companion for personal reasons and at no cost to the Council, they must discuss this in advance with their line manager (for Officers) or with the Leader (for Members), who will seek authorisation from the Chief Executive.
- 2.3 The FT1 form (Appendix 3) is to obtain authorisation for all travel. The form requires details including the names of the Officer(s) and Member(s) who are travelling, the reason for the visit, the anticipated benefits of the visit, and the estimated costs for all those travelling (Officers and Members) plus the budget heading from which the costs are to be met. As a starting point, the estimate should include travel, accommodation, subsistence, out of pocket allowances and any conference fees. The number of participants (officers and members) should be kept to the minimum level to meet the needs of the visit with justification in writing eg by email for each participant's inclusion being provided to both the relevant Chief Officer and Chief Executive before the FT1 form is authorised. Where more than one Officer is travelling, a lead Officer from within the group should be identified to co-ordinate arrangements and support Members. Each individual is, however, responsible for ensuring compliance with the Policy and Guidelines in respect of their participation.
- 2.4 The lead travelling Officer must complete the FT1 form which is to be signed by the relevant Chief Officer (including certification that appropriate funds exist to meet the cost of the visit). The original will then be submitted to the Chief Executive, for signature and retained on file within the travelling Directorate. A reference number will be issued and written on each FT1 form by the Chief Executive's Office as it is authorised for monitoring purposes. The original form will remain the primary document for verifying the approval of the travel. For Member travel (excluding travel by the Mayor and Leader for which authorisation is delegated to the Chief Executive), the original will subsequently be submitted to the Leader for signature. A copy of the signed form showing the reference number will be held centrally by the Personal Assistant to the Chief Executive. In any instance where the Chief Executive is involved in a foreign visit, the form will be countersigned by the Deputy Chief Executive / Executive Director of Commercial and Corporate Services.

- 2.5 When foreign travel is to be part financed through an externally funded project, care must be taken to meet the specific requirements of the funder. If these conflict with this Policy, and departure from the funder's requirements will result in additional costs to the City Council (whether in relation to travel, accommodation, subsistence or out of pocket allowances), this must be raised with and authorised by the Chief Officer at the time the FT1 is completed for signature. Guidance should be sought as appropriate from staff in Financial Resources, or through line management channels, to ensure the funder's requirements can be met satisfactorily.
- 2.6 A Self-Health Declaration Form (Appendix 8) must be completed and any concerns resolved before the FT1 form or Cabinet report is submitted for authorisation (see 6.6). Concerns will be resolved in conjunction with the Occupational Health Unit and the individual's GP if necessary. The completed Self-Health Declaration Form for each individual travelling (Officers and Members) must be attached to the FT1 form when it is sent for signature.

### **3.0 Travel and Accommodation**

- 3.1 All travel and accommodation should be booked in accordance with the City Council's procurement practices. At the time of writing, this involves compliance with the central booking system through the corporate Administration service (see appendix 2).
- 3.2 The means and form of travel are changing rapidly. With the growth of low cost airlines and the role of the internet, both the way in which travel is procured and the standards expected in travelling itself have changed dramatically over recent years. This trend is expected to continue and guidelines will be kept under review to ensure that the current circumstances are reflected.
- 3.3 The following are the basic presumptions of all requests for Foreign Travel approval and expenditure:-

- i) Short Haul Flights (5 hours or less) – travel will normally be in Economy / Standard Class with scheduled or low cost airlines

The exception to this rule is when the Mayor travels on Civic Business, in which case Business Class is permitted (if available) for the Mayor, Mayoress/Mayor's Consort and accompanying officer(s) and Member(s). If Business Class is not available, access to airport lounges can be purchased with the prior authorisation of the Chief Executive (in writing eg by email). This should be held on file within the travelling Directorate.

For short-haul flights outside Europe, Business Class may be authorised by the Chief Executive when the visit as a whole is authorised. This decision would be taken on the basis of local conditions and/or the need to meet the requirements of the programme for the visit and/or the demands placed on the traveller(s) in terms of combined flying time within a visit. Agreement should be in writing eg by email and held on file within the travelling Directorate.

- ii) Long Haul Flights - these will be separated into two categories

A) Flights of 5 - 8 hours – travel will normally be in Premium Economy (NB This category will apply to flights to and from Washington DC)

B) Flights of 8 hours or more - travel will normally be in Business Class.

This is based on the duty of care the City Council has for its employees and Members. Whilst at all times the most advantageous cost must be taken into account, the need for staff required to travel for work purposes to be in a position to carry out their duties effectively on arrival, would not normally allow for the use of Economy Class to be recommended over such distances

The flight time refers to the scheduled departure and arrival time for the main flight and excludes short-haul connecting flights. Two connecting long haul flights within category A (5-8 hours) will be classified collectively as category B (8 hours or more), unless they are separated by an overnight stay in which case they will be classified individually.

For long haul journeys involving Premium Economy travel, consideration should be given on each occasion to the relative benefits of day and night flights and a balance achieved in terms of the impact of the travel on the individual(s) concerned, the needs of the programme, and the overall cost. It is recognised that additional recuperation time may need to be built in before and after visits, as well as on arrival, to ensure participants are in a position to carry out their duties effectively both during and following visits.

Where participation in long-haul foreign travel is externally funded and undertaken on a voluntary basis (for example to take part in professional development activity overseas) - rather than for essential Council business – participants will generally be required to travel in line with the funder's requirements. If this specifies economy class, a separate risk assessment will be required for each individual in these circumstances. This should be done at the time of the Self-Health Declaration Form prior to travel authorisation.

Where participation in long-haul foreign travel is externally funded (and only economy class costs can be met due to the funders' criteria) but a requirement is placed on officers / Members to participate to take forward Council business, provision should be made from Council resources by the relevant Directorate to meet the additional costs of premium economy or business class travel depending on the flight duration. This should be clarified prior to the FT1 form being authorised to allow all relevant costs to be included.

Any exceptions to this, including exceptions arising from an individual's Self Health Declaration Form (Appendix 8), should be approved by the Chief Executive. A written record of any such approval eg copy of the authorising email should be held on file within the travelling Directorate.

- 3.4 In booking air travel, care must be taken to ensure that it will be obtained against an agreed standard range particularly where this is outside of the UK and not therefore regulated by the Department for Transport. This standard will ensure minimum quality levels of flight, health and safety, and security are met to protect, as far as possible, the individuals carrying out Council business abroad. The final determinant will be a balance of price and meeting the requirements of the scheduled programme. Procurement will therefore be based on the following:-

- i) Short Haul Flights (5 hours or less)  
Any European scheduled carrier, or budget airlines, for example: Easy Jet  
Ryan Air, Flybe
- ii) Long Haul Flights (greater than 5 hours)  
Any reputable airline, for example: British Airways, Air France, Virgin, KLM,  
North West Airlines, Continental

These lists are not exhaustive however and will be annually reviewed. Long haul travel requires more careful timetabling and greater attention to airport location and standards.

- 3.5 In line with the Council's commitment to sustainability, arrangements should be made to purchase carbon emission offsets related to the flights. Carbon offsets can be purchased through schemes offered by the airline selected or, where this is not an option, should be purchased through a reputable carbon offsetting company. Advice will be provided by officers responsible for Sustainability within the Council's Strategy, Policy and Performance Management service.
- 3.6 It is recognised that, depending on both the time of year and the length of time ahead of travelling a booking is made, prices to a particular destination will vary significantly. In order to minimise cost therefore, travel should be arranged as far in advance as is practicable – this is particularly true where fixed events are part of an annual programme. It is acknowledged, however, that booking early in this way may in certain circumstances result in the loss of the total value of the tickets(s) should Members / Officers unavoidably not be able to travel as planned nearer the time.
- 3.7 Public transport should be utilised wherever practical eg train from airport into City Centre. However, it is recognised that it is often both time and cost effective to utilise local taxi services on arrival/departure, or to attend meetings and events depending, for example, on the location, time of day, demands of the programme, and number of travellers. Individual responsibility must be assumed in such a situation when travelling abroad. Individual judgement will be exercised during each visit to ensure that the most efficient and safe means of transport is utilised in the light of local conditions. Receipts should be obtained and retained for all taxi journeys and tickets retained wherever possible for public transport.
- 3.8 In selecting accommodation it is essential that a balance is struck between business-orientated accommodation (for example, where meetings can be held during the visit and where there is access to a business centre), and accommodation which is also of a minimum safety and quality standard for travellers who may be away from home for some period of time and/or travelling alone (for example, with a reception staffed 24 hours a day). The demands of the role when abroad should be taken into consideration and the accommodation selected should be fit for purpose for the nature of the visit concerned. Safety, quality, and cost comparison considerations should all be taken into account.
- 3.9 Where travel or accommodation bookings attract personal benefits which are known to the individual - such as air miles, hotel loyalty points or other advantages - these must be declared on form FT2 (appendix 4) with a yes/no response and name of the scheme(s) concerned. Individual air miles, loyalty points and any related benefits earned on Council business can only be used for personal purposes with the prior written agreement of the

Chief Executive. On request, individuals will provide the Council with details of benefits where these are known to the individual.

- 3.10 As in the case of travel arrangements, accommodation should, as far as possible be arranged well in advance of travel.

#### **4.0 Subsistence**

- 4.1 Subsistence expenditure when travelling abroad needs to be handled sensitively. Clearly, limits must be set on expenditure and aligned as close as possible with other allowances determined by the City Council. At the same time, however, recognition must be given to local conditions, which do apply when abroad, particularly when visiting large conurbations.
- 4.2 A standard subsistence rate (non-taxable) will be applied to both Members and Officers who travel abroad and should be complied with wherever possible. This is different to the UK subsistence rate and was last set in 1999. Paragraph 3.2.3 of the Members' Allowances Scheme provides for separate travel and subsistence levels for the Foreign Travel Policy to apply whilst Members are abroad. This will apply to both Officers and Members. Where meals are provided, the equivalent meal rate reduction will be applied when reconciliation of expenditure is completed on page 4 of the form FT2. The current subsistence allowances, including amounts to be deducted per meal provided (whether free of charge, as hospitality, met from Council currency or with the Corporate Purchase Card) are attached as Appendix 1. A copy of the page 4 should be completed for each individual travelling. The remaining pages of the FT2 forms should be completed collectively for the visit as a whole.
- 4.3 It is recognised that there are occasions and geographies where these will not be appropriate or realistic and reasonable additional costs over and above the subsistence rates will be reimbursed.
- i) Where an individual meal costs more than the standard subsistence rate, the Member / Officer will have to provide a receipt for the meal concerned and the additional cost over and above the meal allowance will be reimbursed. Such costs can include the cost of one alcoholic drink with either lunch or dinner. Additional drinks costs must be met by the individual from out of pocket allowances. Where a specific destination or set of circumstances is particularly expensive, recognition will be made within the estimated costs in the FTI form wherever possible.
- ii) Where a meal is part of Council hospitality for a third party then this will be met from the appropriate budget with the budget holder's agreement. When a meal is provided in this way, the appropriate deduction must be made from the day's subsistence allowance.
- 4.4 There is recognition in all of the above relating to travel, that local custom and practice will influence costs. Tipping is an accepted practice in many parts of the world for meals, taxis and portage. It is expected that tipping will be in line with local practice, with no more than 15% of any individual costs allowable, for these purposes. This will be kept under review. Tips should be included on receipts wherever possible, whether payment is from currency or by purchase card. If they are made from currency and there is no receipt, the amounts should be recorded alongside receipted currency expenditure on the currency reconciliation (see page 3 of the FT2 form).

- 4.5 Access to a work mobile phone should be made available for officers taking part in visits abroad and international coverage arranged through the Telecomms team within ICT. This may, for example, mean lending out a team phone where individual officers do not have their own work phone. Remote use of the internet for personal purposes during periods of foreign travel is permissible strictly in accordance with Council policy. The use of work phones and blackberries during visits will be monitored in line with the Council's standard practice.
- 4.6 Out of pocket allowances for both Members and Officers for Foreign Travel will be set at a fixed rate per 24 hours period beginning when individuals arrive overseas and ending at the time of departure for the return journey. The allowance will cover all personal incidental expenses and is taxable. (The current rates, also set in 1999, are attached as Appendix 1.) Out of Pocket Allowances should be included on page 4 of the FT2 form and will normally be paid after the visit has taken place. As in 4.2, a copy of the page 4 should be completed for each individual travelling. The remaining pages of the FT2 forms should be completed collectively for the visit as a whole.
- 4.7 Any expenditure of a personal nature during the visit above these rates will be borne by the individual. If circumstances require the necessity to incur expenditure of a personal nature on the Council purchase card or from the Council currency advance, this will need to be declared on the final page (page 4) of the FT2 form and deducted via Payroll on the Overseas Travel & Subsistence Form (Appendix 5) at the time of the claim (see 4.9).
- 4.8 Foreign currency can be purchased in advance of the visit from the appropriate Council budget in order to meet expenditure such as local travel. This is to be obtained from the Council's bank (Nat West). Authorisation to purchase amounts of over £1,000 must be gained from the Executive Director of Commercial and Corporate Services. Currency should be co-ordinated by the lead officer. Where allocations are made to other members of the delegation from the currency advance, the individuals should be asked to sign to confirm the amount received and that they will return the balance with receipts for expenditure to the lead officer. A sample receipt for these purposes is attached at appendix 11. All expenditure from foreign currency should be recorded and receipted, and summarised on page 3 of the FT2 form. Currency returned unused should either be held in a Council safe for use on a future visit, either by the same team or other areas of the Council, or re-paid to the bank. Due to conversion charges, re-selling currency to the bank is not the preferred option.
- 4.9 Claims should be made within 12 weeks of return and the FT2 form completed and signed off with receipts where applicable. An overseas Travel & Subsistence form (Appendix 5), distinguishing between taxable and non-taxable allowances must be completed by each individual traveller and submitted to Payroll with a copy of the final page (page 4) of the signed FT2 form. This should be authorised in accordance with the Directorate delegation scheme. For Members, authorisation of the overseas Travel & Subsistence form should be obtained from the Head of Law & Governance or designate, in line with delegation arrangements. This form should also include deduction of any personal expenditure which it has been necessary to meet from local authority funds for any reason during the visit as in para 4.7.

## **5.0 Business Hospitality**

- 5.1 This guidance supplements the provisions in the Employee's Code of Conduct and specifically relates only to foreign travel.

- 5.2 It is recognised that, as part of travelling abroad, officers and members will both meet and visit individual companies, business organisations and agencies (both governmental and non governmental) in the course of their activities.
- 5.3 A reasonable amount of hospitality is a normal part of the courtesies of business and civic life. Officers have within their remit a responsibility to improve working relationships with prospective investors and promote the City generally and staff may be required to participate in hospitality as part of their role. This type of activity includes involvement in local events, or socialising outside of normal working hours, usually in the form of breakfast meetings, working lunches and business dinners. In addition, it may involve the giving and receiving of gifts.
- 5.4 It is essential that the best interests of both the Council and its staff are protected and it is important not to create an appearance of improper use of public funds, which could undermine public confidence. Decisions about the level of hospitality or type of gift including civic gifts should be justifiable, reasonable and appropriate. This includes both the provision of business hospitality and gifts and their receipt by Officers and Members as part of this process.
- 5.5 Within form FT1, any element of business hospitality or gifts should be recorded in advance where possible, included within cost estimates and authorised when the FT1 form is signed. This should include the organisation involved, potential numbers and form of hospitality (breakfast, dinner etc) or form/type of gift. Whilst it is accepted that precise numbers may not be given at this stage, there should always be presumption of “no surprises” in terms of the level of business hospitality which is expected to be given or received.
- 5.6 As far as possible, all expenditure relating to business hospitality must be paid for using an official Council Purchase Card (RBS One Card at the time of writing). Similarly, gifts should be purchased in advance or, if not appropriate, purchased using the official Purchase Card. Where this is not possible, reimbursement for these costs will be made. In both cases, the following applies;
- i) Receipts must be provided wherever possible for all expenditure.
  - ii) All sums claimed must be converted into sterling using either the conversion rate valid on the day of return to the UK, or at the rate shown on the individual’s credit card bill.

Reimbursement for any other costs met by the individual in foreign currency should be made at either of these rates or the rate at which they purchased their currency.

- 5.7 Form FT2 includes provision on page 2 to record any business hospitality received during the course of the visit. This or any costs met by 3<sup>rd</sup> parties must be completed as well as the standard Declaration of Hospitality / Gifts form (Code of Conduct Form 7), where appropriate, which must be signed by the Chief Officer and accompany the FT2 form when sent to the Chief Executive. These forms will be treated as set out for FT1 with the original form being the primary document for verification purposes.
- 5.8 Members and Officers are reminded they must comply with any requirements in the respective Code of Conduct in relation to declaring receipt of hospitality and gifts.



## **6.0 Risk Management**

- 6.1 A risk assessment should be adopted by teams involved in foreign travel, including an escalation procedure for use in the event of an emergency. A standard risk assessment covering EU and non-EU travel has been prepared by the International Team. This can be found on the intranet. It is the Line Manager's responsibility to ensure a risk assessment is in place to cover travel by individuals within their service area. Consideration should be given on each occasion as to whether an individual risk assessment is needed, for example in circumstances set out in 3.3.
- 6.2 The relevant controls, as identified within the Risk Assessment, should be put in place as appropriate for each visit.
- 6.3 The Council's Insurance Section must be informed about all foreign travel in advance. A summary of the Council's policy at the time of writing is attached as Appendix 9. Any individual travelling can request more detailed or up to date information on insurance cover from Insurance Section prior to travelling. The lead officer must provide by email the destination and duration of the visit and names of all participants to the Insurance Section in writing and receive confirmation this information has been received and noted. Any unusual activities to be undertaken eg participation in sporting activities should be raised and cover confirmed, in writing, prior to the visit.
- 6.4 All employees are asked to have a European Health Insurance Card (EHIC) before travelling within, or through the EU including, Switzerland.
- 6.5 The lead travelling Officer should prepare an Information Note detailing flight and accommodation information as well as emergency contact details before the visit. This is for reference purposes for the individual travelling and for office use. A template is available from the International Team. A copy should be given to the Line Manager and attached to the Employee Essential Information Form (Appendix 6).
- 6.6 To minimise risk, everyone travelling is required to complete a self-health declaration form (Appendix 8) before the FT1 form is passed to the Chief Officer/Chief Executive for approval, or the Cabinet Report is submitted.(as set out in para 2.7).
- 6.7 Managers should ensure a Checklist for Managers (Appendix 7) is completed prior to every visit. A copy of the Checklist should be completed for each individual travelling. This includes confirmation of the preparation of an Information Note and completion of the Employee Essential Information Form (Appendix 6).

## **7.0 Reconciliation of Foreign Travel Expenditure and Reporting Arrangements**

- 7.1 When the visit is over, the Chief Officer must ensure the FT2 form (all 4 pages) detailing the actual expenditure, and benefits of the visit, is completed by the travelling officer(s). The original (with supporting documents) is to be checked and countersigned by Management Accounting and Budget Forecasting Team within Financial Resources before being signed by the Chief Officer (on page 4) / Chief Executive (on page 1). To facilitate checking by Financial Resources staff, a list of account codes against which expenditure should be coded wherever possible is included in appendix 10.

- 7.2 As with the FT1 form, the original will be retained by the travelling Directorate with a copy being held by the Office of the Chief Executive for reference purposes. Again, the original form will remain the primary document for verification purposes and should be supported with receipts for all expenditure incurred (except in relation to the Out of Pocket Allowance)
- 7.3 Maintaining a central copy of FT forms within the Office of the Chief Executive will enable him to be kept fully informed with regard to foreign travel in particular following up on non-reporting of benefits, assessing the benefits of visits, achievement of anticipated outcomes and comparing actual costs with those estimated.
- 7.4 A more detailed report of the visit should generally be prepared by the lead travelling officer in conjunction with all participants to supplement the summary on the FT form. This should highlight key developments and outcomes in relation to the anticipated benefits, and any follow-up activity required. The preparation of a separate report should be noted on the FT2 form. It should be held on file in the travelling Directorate and shared with the Chief Officer / Chief Executive as appropriate. A copy of this more detailed report does not need to be held in the Chief Executive's Office.

## **8.0 Appendices**

- Appendix 1 Subsistence Allowances
- Appendix 2 Authorised Users for Corporate Purchase Card Bookings
- Appendix 3 FT1 form
- Appendix 4 FT2 form
- Appendix 5 Overseas Travel and Subsistence Form
- Appendix 6 Employee Essential Information Form
- Appendix 7 Checklist for Managers
- Appendix 8 Self-health Declaration Form
- Appendix 9 Personal Accident / Business Travel Insurance summary
- Appendix 10 Guidance on account codes to be used
- Appendix 11 Sample receipt for allocation of Council currency within a delegation
- Appendix 12 Flowchart A – Before the Visit
- Appendix 13 Flowchart B – After the Visit

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## **Appendix 1**

### **Subsistence Allowances (Overseas)**

The rate for subsistence when travelling abroad is currently £30 per day.

Deductions must be made from the daily rate for meals provided free of charge as follows:

Breakfast:	£6.49
Lunch:	£8.93
Afternoon tea:	£3.52
Dinner:	£11.06

The Out of Pocket Allowance is currently set at £22 per 24 hour period, and is taxable.

NB Allowance levels were set in 1999

## **Appendix 2**

### **Authorised Users for Booking Travel / Accommodation on Corporate Purchase Cards**

- Corporate Procurement
- Officers who hold a Council Purchase Card whereby the booking of travel and accommodation has been agreed and activated.  
This might be the case, for example, on occasions where the accommodation is not being paid for in advance and where the individual's card is the purchase card which will be used to settle the hotel bill during the visit.  
NB The prior agreement of Corporate Procurement needs to have been received. The standard booking request form should still be completed and submitted to the corporate Administration service for their records. The fact that the booking has been already made needs to be clearly shown.

## **Appendix 3, 4 and 5**

### **FT1, FT2 and Overseas Travel and Subsistence Forms**

Attached as separate pdf documents

Appendix 6

**EMPLOYEE ESSENTIAL INFORMATION (EEI FORM)**

NB Adapted for Foreign Travel. Please attach a copy of the Information Note (see 6.5)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact mobile telephone number: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Next of Kin contact no. \_\_\_\_\_

## Appendix 7

### CHECKLIST FOR MANAGERS – TO BE COMPLETED PRIOR TO FOREIGN TRAVEL

Visit – Destination and Dates:	
Officer travelling:	
Line Manager:	
<b>Line Manager</b>	<b>please delete as appropriate</b>
Employee confirmed as fit to travel?	Yes / No
FT1 Form authorised?	Yes / No
Copy of Information Note received? (see 6.5)	Yes / No
Copy of Programme for visit received?	Yes / No
Next of kin details received on EEI form?	Yes / No
Mobile phone available for duration of visit?	Yes / No
<b>Travelling Officer</b>	<b>please delete as appropriate</b>
Insurance section advised of visit?	Yes / No
Copy of Information Note to take away? (including flight, accommodation, insurance details, emergency contact numbers etc)	Yes / No
EHIC card obtained (for travel within EEA and Switzerland)?	Yes / No / Not Applicable
Prescription medicines – GP letter / copy of prescription obtained if needed?	Yes / No / Not applicable
Mayor's chains – guidance received from Hospitality and Facilities Manager	Yes / No / Not Applicable
<b>For travel outside of EU</b>	<b>please delete as appropriate</b>
OHU travel kit received?	Yes / No
Vaccinations recommended?	Yes / No
If yes –	* Received / Employee Opted Out

\* Individuals should seek advice from their GP regarding their vaccination status prior to travel and arrange to receive appropriate vaccinations. Costs will be met by the authority.

Signed by

Travelling officer		Date:
Line Manager		Date:

## Appendix 8

### SELF-HEALTH DECLARATION FORM (INDIVIDUALS GOING ABROAD ON BUSINESS) – MANDATORY

Please note:

- This form should be completed by the individual and returned to the Line Manager prior to travel. It is to be attached to the FT1 form requesting authorisation for foreign travel.
- Deliberately giving false or misleading information on this form may put your health and well being at risk.
- If you are unsure whether or not you are medically fit to travel and/or would like any advice or guidance, you can make an appointment to go to the Occupational Health Unit either independently or through your Line Manager
- If you declare that you do not consider yourself medically fit to travel, you may be asked by your Line Manager to see the Occupational Health Unit or provide information from your GP to confirm the position

\* If you have completed this form within the last 12 months and there have been no changes to your medical circumstances you do not need to complete this form again (please tick and sign below).

GPs Name / Address: .....

..... Post Code: ..... Tel. No:.....

(if not registered with a GP please state)

### ISSUES WHICH YOU SHOULD CONSIDER BEFORE SIGNING THE SELF-HEALTH DECLARATION ARE:

- Do you have, or have you had, physical or mental health problems lasting 3 weeks or longer in the last 12 months?
- Have you ever had a health problem that may reoccur in the future?
- Are you taking any prescribed medication at present? If 'Yes' is it required to be taken on a strict timetable?
- Do you need any aids or adaptations to carry out day-to-day activities?
- Are you restricted for health reasons from carrying out any specific activities?
- Have you had any serious illnesses, operations, accidents or hospital treatment in the last 12 months?
- Are you currently pregnant or have recently given birth?

### SELF-HEALTH DECLARATION

I declare that, to the best of my knowledge, there is no medical reason why I am not fit to travel abroad for business purposes

Signed:	Date:	
Print Name:	* Form Completed within the last 12 months and no changes (please tick)	

**Personal Accident & Travel Insurance****Insurer:** Chartis**Policy No:** 0010626165**Period:** 1st April 2012 to 31<sup>st</sup> March 2013**Emergency Telephone No:** 0208 762 8326 and as per attached list**Cover:** Journeys within UK, European and Rest of the World**Insured Persons:** Any adult and any pupil travelling on an educational excursion

<b>Benefits:</b>	<b>Adults</b>	<b>Pupils</b>	<b>Excess</b>
Medical & Emergency Travel Expenses	Unlimited	Unlimited	Nil
Liability to the Public	£5,000,000	£5,000,000	Nil
<b>Personal Accident:</b>			
§ Death	£ 25,000	£ 20,000	Nil
§ Loss of one or more limbs or eyes	£ 25,000	£ 25,000	Nil
§ Permanent & Total Disablement from gainful employment	£ 25,000	£ 25,000	Nil
§ Temporary Disablement from usual occupation			
§ - Temporary Total Disablement	£ Nil	Nil	Nil
§ - Temporary Partial Disablement	£ Nil	Nil	Nil
Cancellation, curtailment, travel disruption and delay	£ 10,000	£ 10,000	Nil
Baggage (single article limit £2,000*)	£5,000	£ 5,000	Nil
Money (Loss of cash £2,000*)	£5,000	£ 5,000	Nil

\*Insurers will cover amounts above £2,000 subject to the Council bearing first 25% loss over £2,000

**Main Exclusions:**

Intentional self injury, suicide or attempted suicide

Flying as a pilot

Travelling against medical advice

War, Terrorism, Wear and Tear

**Note:** Loss of money or baggage must be reported to the police.

Subject otherwise to policy terms, conditions and exceptions

This is a brief summary only of the Council's insurance cover. Full details can be obtained from the Insurance Policy/Underwriting Manager, Insurance Section, Room 1.77, Civic Centre, SR2 7DN. Tel: 0191 561 7545, [david@walton.sunderland.gov.uk](mailto:david@walton.sunderland.gov.uk)

## Appendix 10

### GUIDANCE ON ACCOUNT CODES TO BE USED

To facilitate checking of FT2 forms by Accountancy staff, expenditure should be coded within the range of account codes below wherever possible.

<b>G/L Account</b>	<b>Description</b>
46901	Transport - Air Fares - Members
46902	Transport - Air Fares Officers
46903	Transport - Bus Fares/Passes
46906	Other Travelling Expenses
46908	Transport - Foreign Travel - Members
46909	Transport - Foreign Travel - Officers
50213	Subs - Appr - Conf - Officer



**Appendix 11**

**RECEIPT FOR DISPERSEMENT OF CURRENCY WITHIN DELEGATION - SAMPLE**



**OUTGOING VISIT TO \_\_\_\_\_  
DATE  
EXPENSES ADVANCE**

**NAME OF INDIVIDUAL**

Received the sum of \_\_\_\_\_

Date:

Signature:












Witnessed By:






Date:

\*Receipts must be obtained for all expenditure and the balance of currency returned to \_\_\_\_\_ immediately on return to the UK.

## FLOWCHART A – BEFORE THE VISIT







## Appendix 12




<b>A) Before the Visit</b>						
<b>1. Prior to Gaining Authorisation to Travel</b>						
Self-health Declaration Form completed by all individuals (section 2.7) and returned to the Line Manager (for Officers) and Head of Law & Governance (for Members)		Should any issues be raised by the Self-health Declaration Form these issues should be resolved via OHU / GP		Completed Self-health Declaration Form held by Line Manager for the duration of the visit and can be held on record for a period of 12 months for use in relation to future visits. (For Members the completed form must be held by the Head of Law and Governance)		When individuals are confirmed fit to travel via the Self-health Declaration Form a copy must be returned to the Lead Officer to be attached to the FT1 form prior to Authorisation by the Chief Executive's Office
FT Policy and Guidelines and standard Risk Assessments for Foreign Travel (EU and Non-EU) prepared by International Team to be read		Any exceptions to FT Policy & Guidelines to be identified and raised on the FT1 Form (sections 3.3 and 6.1)				
<b>2. Gaining Authorisation to Travel</b>						
FT1 form prepared by Lead Officer		FT1 Form submitted to Chief Officer, then Chief Executive's Office for authorisation with completed Self-health Declaration Forms. FT1 subsequently submitted to Leader for signature if involves Member travel (excluding Mayor or Leader)		Reference Number Issued by Chief Executive's Office and signed authorisation form returned to Lead Officer (Copy of FT1 form held on file in Chief Executive's Office)		Original signed copy of FT1 Form held by Lead Officer in line with the Council's retention of Financial Records
<b>3. Once Authorisation Has Been Received</b>						
Business Travel Request form submitted to Travel Procurement to book flights and accommodation – along with a scanned copy of the FT1 form (section 3)		Once confirmed flight and accommodation details are received by the Lead Officer hard copies are to be printed and held on record along with the completed FT1 Form				
<b>4. Arrangements Prior to Travel</b>						
Employee Essential Information Form Completed and submitted to Line Manager by all individuals - Head of Law & Governance (for Members)		Completed Employee Essential Information Form to be held by Line Manager/Head of Law & Governance for the duration of the visit.				
Foreign Currency ordered via Nat West Bank and cheque raised via		Foreign Currency collected from Nat West Bank and held securely		Individuals to sign for receipt of foreign currency - immediately		

Form 1 Process		prior to travel		before travel - agreeing to account for expenditure and provide receipts on their return		
Risk Assessment for the individual visit to be prepared if required – the standard Risk Assessment (EU/Non-EU) can be adopted for most visits						
Access to a work mobile phone arranged for officers if they do not already have a Council mobile (section 4.5)		Telecomms Team within ICT notified regarding international access requirement for mobiles / Blackberries (section 4.5)				
Insurance Section notified by Lead Officer re delegation members names, job titles, dates of travel and destination(s) (section 6.3)		A copy of the Insurance details and emergency phone number must be included by the Lead Officer within the Information Note (section 6.5)				
Advice re vaccinations sought from GP (Appendix 7) by individual(s) travelling						
Information Note prepared by Lead Officer (section 6.5)		A copy of the Information Note along with a copy of e-tickets, hotel confirmations and insurance information must be provided by the Lead Officer to each member of the delegation				
Line Manager's Checklist completed for each Officer travelling (Appendix 8) and signed by the individual and their Line Manager		A signed copy must be held by the Line Manager for the duration of the visit				

## FLOWCHART B – AFTER THE VISIT

## Appendix 13

<b>B) After the Visit</b>						
<b>1. Reconciliation of Costs</b>						
Foreign Currency is to be returned to the Lead Officer for Reconciliation on the FT2 form if distributed to more than one person – with receipts and details of expenditure		Returned Foreign Currency to be stored in Council safe for future visits / repaid back to the bank – record of which should be held by Budget Holder		Expenditure from Council currency reconciled and recorded on a spreadsheet by Lead Officer – summary included on page 3 of FT2 Form		
Expenditure met by Council including copies of invoices / Corporate Purchase Card or credit card bills (redacted) to be attached to FT2 Form by Lead Officer – page 2 of FT2 Form						
Expenditure met in sterling by individuals recorded e.g. travel to airport – page 2 of FT2 Form – and reimbursed using Overseas T&S Form						
<b>2. Recording Benefits of Visit</b>						
Summary of Benefits on FT2 Form completed by Lead Officer – in coordination with other delegation members		More detailed report of visit produced – co-ordinated by Lead Officer				
<b>3. Travel and Subsistence / Out of Pocket Allowance Claims</b>						
Allowances (Subsistence / Out of Pocket) to be claimed set out – page 4 of FT2 Form – 1 copy per individual – amount entered onto individual Overseas T&S Forms		Overseas T&S Forms to be attached to page 4s of FT2 Form and submitted by Lead Officer for authorisation		Overseas T&S Forms authorised by Team Manager / Head of Service sent to Directorate HR Team responsible – a copy must be attached to FT2 Form for record. (NB The page 4 needs to be signed - as in no 5 below - before the T&S form is sent to Directorate HR)		Photocopies of Overseas T&S Forms and Page 4 of FT2 Form to be made by Lead Officer ( <i>originals</i> of Overseas T&S Forms along with <i>copies</i> of page 4 of FT2 Form to be sent to relevant HR Office within the Shared Service Centre for payment)

<b>4. Financial Signature</b>					
FT2 Form including all financial evidence (NB photocopies – not originals - of receipts for currency expenditure) to be sent to Financial Resources (Management Accounting and Budget Forecasting Team) to be verified		Signed FT2 Form returned to Lead Officer		Actual cost to be entered into Foreign Travel monitoring spreadsheet held by Financial Resources	
<b>5. Chief Officer + Chief Executive Signature</b>					
FT2 Form sent to Chief Officer to authorise page 4s with Overseas T&S Forms for signature. (NB Cross-reference to no 3 above)		FT2 form to be signed off by Chief Executive. NB within the Office of the Chief Executive the above 2 steps can be combined			
<b>6. After Completion of FT2 Form</b>					
Original FT2 Form to be held on file in travelling Directorate with supporting documents i.e. receipts, copies of invoices etc.					
Copy of completed FT2 Form held on file within the Chief Executive's Office					

