

## London Ambulance Service NHS Trust

### Payment of travelling time – Management Guidance

#### 1. Purpose

- 1.1 This document sets out the policy of London Ambulance Service NHS Trust in respect of claims for additional payment for time spent travelling to a location other than the normal place of work. It also sets out the procedure to be adopted when making a claim for payment.
- 1.2 This document represents the Trust's application and interpretation of the provisions set out at paragraph 59 of the Ambulance Whitley Council, and includes the arrangements set out in Operational Agreement Number 3 "Relief Staff - Payment of Travelling Time".
- 1.3 Entitlement to claim re-imbusement of additional certified costs of travelling is unaffected by this policy.

#### 2. Policy

- 2.1 It is recognised that employees of London Ambulance Service NHS Trust may be required to transfer their place of work, a situation reflected in the contract of employment. Ordinarily, no claim for payment of travelling time is generated, although excess fares may be payable.
- 2.2 However, it is the policy of this Trust to compensate staff by way of plain time payment for the additional time spent on travelling to report for duty to a place other than the usual place of work in the following circumstances:
  - For attendance at a mandatory training course, where it is not possible to adjust the course duration or timing.
  - For relief staff required, for reasons of operational cover, to travel to a station beyond the boundaries of their normal complex.
- 2.3 These provisions apply only to temporary changes to the work base, which are not at the instigation of the employee and where no increase to salary is involved. Voluntary secondments, periods spent acting in to a higher grade or secondment on health grounds do not attract payment.
- 2.4 "Additional time" is defined as that time reasonably claimed as over and above the amount of time normally spent on the employee's journey

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from home to the usual work base. Where the journey is undertaken within the normal times of duty, no payment shall be made.

- 2.5 “Mandatory” training courses are those which the employee is required to undertake in order to maintain their authority or qualification to discharge their duties. **These are: Post Proficiency Courses, Paramedic audits and Paramedic Re-certification (including time necessarily spent in hospital as a requirement of the re-certification) only.**
- 2.6 Where an employee applies for and is offered a post which carries with it a higher level of remuneration, no claim is allowed even in circumstances where the appointment is to be confirmed only after successful completion of an initial period of training. Examples are Paramedic, Team Leader, Duty Officer.
- 2.7 Attendance at residential courses does not attract payment for travelling time under any circumstances.
- 2.8 Authority to vary these provisions and extend payment to other (exceptional) circumstances rests with the Director of Human Resources, or a nominated Manager acting in his/her stead, taking into account all prevailing circumstances, inter-dependencies and financial implications.

### 3. **Procedure for payment**

- 3.1 For avoidance of doubt, it is recommended that employees required to temporarily change their place of work are advised by their Manager at the time that the arrangements are confirmed whether a claim may be considered. Advice on the application of these provisions may be obtained from the Sector HR Officer or a member of the Senior HR Team.
- 3.2 Where this is the case, a claim for payment may be made by completing and submitting form LA 251 to the authorised manager. In submitting the claim, the employee is certifying that the amount of time for which payment is sought reasonably represents the time spent on the journey **over and above** the time normally spent on the journey to work. The employee must declare the time normally spent.
- 3.3 The claim must be approved for payment by the appropriate budget holder, but must first be considered and authorised by an officer or manager who is in a position to confirm:

- That the employee was required to report to the location quoted on the day in question, and that they did so.

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- That the journey did entail additional travelling time outside the normal times of duty, and the amount claimed appears reasonable.
- 3.4 Approved claims should be submitted monthly to the Payroll Department in accordance with the usual pay cycle and dead-lines for allowances and ad hoc payments.
- 3.5 Knowingly to submit or authorise a claim for payment where this is not due, or to inflate such a claim by exaggerating the time spent for the purpose, will lead to consideration of disciplinary action which could include termination of employment.

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**LONDON AMBULANCE SERVICE NHS TRUST**

**Claim for payment of travelling time**

Name: ..... Place of Work: .....

Home Address:.....

.....

Normal duration of journey between home and workplace: .....

**Travelling time claimed:**

Date	Place visited	Reason for Visit	Duration of journey	Time claimed
<b>TOTAL</b>				

**Claimant's declaration**

I hereby claim payment for excess travelling time on the above occasions, and confirm that my journey to the alternative place of work exceeded the time usually taken to attend for duty.

Signed: .....

Dated: .....

**Line Manager**

I confirm that the claimant was required to attend an alternative workplace for the purpose and on the occasions stated. I hereby authorise payment of travelling time totalling: .....

Signed: .....

Dated: .....

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