

Department	HR		
Topic	Overseas Travel & Subsistence Procedures		
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This document provides the procedures relating to the booking of foreign travel and the entitlement to Travel and Subsistence (T&S) claims.

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1. Overseas travel approval

If you are required to travel outside the United Kingdom this must be approved in advance by the keeper or accountable officer. A Foreign Travel Approval form should be completed and retained by the traveller.

2. Booking Travel and accommodation – (link to UK procedures)

3. Off-site loan working

It is the Line Manager's responsibility to ensure that safe working arrangements are in place. (link to lone worker policy). Where it is not possible to devise arrangements for a person to work alone in safety then the work/activity is not to be permitted and alternative arrangements must be considered.

Traveller responsibilities:

- Make your Line manager or a trusted RoS colleague aware of your itinerary of visits
- Contact either by telephone, text or email your Line manager or a trusted RoS colleague at regular intervals or at a maximum 12 hour interval (even out with office hours)
- Sign in and out at visited site reception
- Ask the IT service desk to enable your RoS mobile device (Blackberry) for roaming services

- Carry a mobile phone – make your Line manager or a trusted RoS colleague aware of this phone number
- Ensure electronic diary is kept up to date and read-only access given to Line Manager and / or RoS colleagues

Line Manager should: –

- Ensure that the risk assessment document has been read by the staff member in question RoS Lone Working Risk Assessment.
- Ensure that the person is capable of working alone. The Line Manager will need to consider both routine work and foreseeable emergencies that may post additional physical and mental burdens on the individual.
- Ensure that staff working alone understand the risks involved in their task and also what safety precautions will need to be taken. Examples would be ensuring that they are contactable, via portable or internal phone/radio, pre-arranged calls or physical checks by a second person.
- Provide suitable and sufficient training for lone staff that outlines the specific risks involved and how they can play a role in deflecting or minimising the risk.
- Establish emergency procedures in the event of an incident, including quick access to a safe area or exit from an unsafe location, evacuating other staff and informing the security team.

4. Emergency assistance when travelling

If you have booked travel or accommodation and need emergency assistance (for example, you need to cancel a flight out with office hours or you need information from our Travel agent whilst abroad) you can call Redfern on 0330 008 2000.

4. Travel insurance

Registers of Scotland has contracted with Allianz to provide you with emergency medical cover when travelling abroad for work.

Before undertaking overseas travel you may wish to seek pre-travel advice about your destination. Pre Travel Helpline Tel 0208 763 4809.

In the event of an emergency the dedicated emergency medical assistance helpline is available 24 hours per day Tel 0208 763 4810.

A full copy of the Travel Policy document can be obtained from HR.

6. Cancelling travel

Rail

Should you require a refund you must ensure that your tickets are returned to Redfern within 28 days from the date you intended to travel. The address where tickets are to be returned is on the front page of the tRIPS portal.

Hotels

Please refer to the cancellation policy you have booked through the tRIPS portal. If the policy states that the room can be cancelled, a cancellation box will be available for you to select. A confirmation email will be sent to you.

Air

Air travel is non refundable if booking an advanced restricted fare. Please email [Redfern](#) if you require to cancel your flight.

7. Travel & subsistence expenses and claims (see UK procedures for UK part of travel claim)

Foreign Subsistence Rates

Allowance / Expense Type	RoS Rate
Depending where you are travelling you can claim benchmark rates as approved by HMRC and published in the Worldwide subsistence rates guide	Please refer to Worldwide subsistence rates . All claims should be made in £ sterling using the exchange rate valid at the time of travel.

T&S Claim Form

You should claim travel and subsistence expenses on the [Travel and Subsistence Claim form](#). There are separate pages for UK and foreign travel claims. There are distinct foreign entitlements. In making claims for reimbursement please ensure that you have followed the steps below:

- You **must** enter the times and location of departure and arrival in the appropriate columns of the claim form. This should include the times of leaving and returning to your permanent workplace, except where you make the journey direct from home or return direct to home. In such cases the times shown should either be the actual times the journey started and/or ended or the times which would have applied had the journey started and/or ended at the usual workplace, whichever is less.
- Indicate the nature of the expenses included in your claim by giving details of each journey and explanations of any unusual expenditure. It should be particularly noted that any claims for actual expenses require receipts for **every** item of expenditure.
- Claims for Personal Incidental Expenses Allowance are allowable where you have stayed overnight away from home. Receipts are not required for this allowance.

- You should list the places visited in such a way as to enable journeys and the claim to be followed with reasonable ease.
- Charges for rail, bus and taxi fares should be shown separately on a new page for each journey.
- All details should be clearly legible.
- Where journeys are undertaken by private vehicle, you must enter in the appropriate column of the claim form the actual mileage.
- Overwritten, altered or illegible claims will not be accepted by Finance therefore you should ensure that your form is correct before submitting it. If there are any inaccuracies the form will be returned to you for resubmission once the changes are made.

Overseas Travel Useful Links

- [Accommodation and Subsistence Payments for Employees Travelling Outside the UK](#)
- [Checklist for Overseas Travel](#)
- [Travel Overseas Q & A](#)
- [Edinburgh Travel Clinic](#)
- [Fitness for Travel](#)
- [Foreign Travel Approval Form](#)
- [Foreign and Commonwealth Office Advice](#)
- [Travel and Living Overseas](#)
- [Personal safety tips from Suzy Lamplugh](#)