

3. TRAVELLING ON OFFICIAL BUSINESS

INTRODUCTION

This Chapter sets out the rules governing travelling on official business within Northern Ireland, Great Britain and the Republic of Ireland.

The cost of travelling on official business is borne by the employing Department. Except where explicit provision is made in this Chapter to the contrary, Civil Servants may be reimbursed only for expenses which they actually and necessarily incur in the course of official business travelling: they cannot be reimbursed for gratuities unless the rules specifically provide for such reimbursement. When Civil Servants are involved in activities connected with the public service, but not directly connected with their employment attending Recruitment Service or attending Departmental recruitment examinations or interviews), they are treated in the same way as non-Civil Servants who have no entitlement to reimbursement for any travel expenses incurred.

Claims for unreasonable expenses, or expenses which could have been avoided if a journey had been better planned, may be refused.

3.1 DEFINITIONS

Official Business Travelling

3.1.1 Travelling on official business means travel for the purposes of official business including attendance at Departmental selection boards, promotion boards, training courses and journeys made on recall to duty from annual leave. **It does not include:**

- i. Attendance at Civil Service Recruitment/Departmental competitions;
- ii. Travel between home and an officer's permanent station;
- iii. Daily travelling to a detached duty station (except when travelling by private motor vehicle – see paragraphs 3.4.1, 3.4.4 and 3.4.7 for allowances payable) or travel on first taking up duty or finally leaving the Service;
- iv. Or returns home at weekends from a detached duty station.

The Chapter "Concessionary Travel" sets out defined circumstances under which Departments may give assistance for such journeys. With regard to Departmental discretion to assist staff with travel costs associated with their attendance at Investitures and Royal Garden Parties see paragraphs 2.5.1-2.5.4.

Home

3.1.2 “Home” means the place where officers normally live when working at their permanent station or the place where they normally garage or park their vehicle overnight when working at their permanent station.

3.1.3 If officers are living away from their normal place of residence because they are on detached duty (**see definition below**), their actual place of residence during detached duty should be regarded as their “home” and the place where they normally work during the period of detached duty should be regarded as their “permanent station” for the purpose of calculating mileage allowances, but not for any other purposes.

Detached Duty

3.1.4 **DETACHED DUTY**: is defined as any period of duty at another work place other than the officer’s permanent station and other than on permanent transfer. A detached duty posting can last for as little as one day and is likely to last for less than three years.

Private Motor Vehicle

3.1.5 For the purpose of payment of motor mileage allowances under the rules set out in this Chapter, if a vehicle is owned, being bought on hire purchase and registered in the officer’s name, hired, or for which the officer is a ‘named’ driver, it may be regarded as the officer’s private vehicle.

Roadworthiness

3.1.6 In order to comply with statutory requirements (Motor Vehicles (Construction and Use) Regulations (Northern Ireland) 1999), officers using their private motor vehicle must ensure to the best of their knowledge that their vehicle is maintained in a roadworthy condition.

Continuous Detached Duty

3.1.7 “Continuous Detached Duty” is a spell of duty of two or more consecutive working days at a station other than the officer’s permanent station.

3.2 MEANS OF TRAVEL

3.2.1 The normal means of travel within Northern Ireland, Great Britain and the Republic of Ireland are:

- a. public transport, ie coach, bus, rail, sea and aircraft;
- b. officially provided transport, eg official self-drive cars and chauffeur driven cars from the Government Car Pool;

- c. privately owned motor vehicles, ie motor cars and motor cycles or locally hired self-drive cars.
- d. pedal cycles

3.2.2 All officers travelling on official business, must use the most efficient and economic form of travel, taking into account not only the cost of the travel, but also subsistence costs and potential savings in official time and proper consideration of work-life balance. Advantage must be taken of any reduced/low cost facilities that are available, eg daily, monthly or season tickets.

Air, Sea and Rail Travel

3.2.3 Officers travelling between Northern Ireland and Great Britain and the Republic of Ireland may choose whether to travel by air or by sea/overland route. Within each of these methods of travel, officers must use the most economic method of travel, which will allow them to carry out their official business at their destination and to spend as short a period as practicable away from their headquarters. Only in circumstances where there is a clear business need will reimbursement be made to officers who travel First Class/Business Class. Prior approval of the Authorising Officer is required before any travel arrangements are made.

3.2.4 In those instances where air travel is the method of travel, officers should use the most economical flight option available, e.g. low cost airlines. When making air travel arrangements, officers must take into account their journey start and end points, savings in official time and business needs, e.g. the flexibility to alter travelling times. Departments should only consider an alternative to the most economical flight option where there is a clear economical reason to do so.

3.2.5 Where an officer is travelling for official business reasons in the company of a non- civil servant who is travelling in business class then that officer may also travel in business class, subject to paragraph 3.2.2. Prior approval for business class travel in these circumstances is required.

3.2.6 Departments have discretion to consider the purchase of a business class ticket in instances where an officer is required to work while in transit but access to a business lounge is only available through the purchase of a business class ticket.

3.2.7 An officer must not gain any personal and private advantage from business travel. Any rewards, (e.g. points, vouchers, air miles, free travel), should be used solely against future business travel wherever possible and not for private use.

3.2.8 Officers should contact their Departmental Travel Booking Section with details of their business appointment. The Departmental Travel

Booking Section will then arrange the booking through the contracted NICS Booking Agent.

Incidental Travel Costs

3.2.9 Airport Lounge - at some airports access to lounges are available to any traveller on payment of an entry fee. Where anyone requires access to a lounge to work while in transit and this is not provided as part of the flight arrangements, any cost incurred in using a lounge will be reimbursed on presentation of a receipt.

3.2.10 Officers travelling overnight on official business by sea, may occupy sleeping berths at Departmental expense.

3.2.11 If justified by business needs, the additional costs of rail seat reservations or first class rail travel may be paid.

3.2.12 The Claims Processing Centre may only reimburse reasonable portage charges when very heavy or bulky official luggage have to be handled. Departments will have ultimate responsibility for decisions on any such payments.

3.2.13 Taxis must only be used in exceptional circumstances. Before considering the use of a taxi, officers must take into consideration all alternative travel options e.g. the use and sharing of a private vehicle. Taxi fares may be reimbursed only on the production of receipts and in the following circumstances –

- a) for journeys for which there is no other suitable method of transport, including public transport; or
- b) when heavy luggage necessarily has to be transported to or from the place of departure or arrival; or
- c) where the saving of official time is important

Where it has not been possible to produce a receipt and a written explanation must be provided.

Privately Owned Motor Vehicles

3.2.14 For the purpose of the payment of motor mileage allowances under the rules set out in this Chapter, the following may be regarded as an officer's private vehicle:

- a. a vehicle owned or being bought on hire purchase and registered in the officer's name;
- b. a vehicle hired by an officer;

- c. a vehicle for which the officer is a 'named' driver provided that:
 - i. the normal insurance requirements, see paragraphs 3.3.1 to 3.3.7, are fulfilled and insurance policies specifically cover the use of the vehicle by the officer on the business of the Department; and
 - ii. the vehicle is available to be used by the officer on official business whenever requested to do so and to carry official passengers.

Once a vehicle has been used on official business under these arrangements and unless there is any change of circumstance which would make further use unreasonable, officers will be expected to use their vehicle subsequently at the request of their Department and to carry official passengers.

3.2.15 The rules for the purpose of payment of motor mileage allowances apply, similarly, in the following circumstances:

- a. when officers are travelling on official business in a vehicle which they own but which, on that occasion, is being driven by another person; or
- b. when an officer's vehicle is being used on official business but is being driven by another person because the officer is not present (e.g. when the vehicle is used to take an officer to or from an airport).

3.2.16 Officers, while using their private motor vehicle on official business or travelling as an official passenger in another officer's car, are deemed to be in the course of their duty for the purpose of the Injury Benefit provisions of the Principal Civil Service Pension Scheme (Northern Ireland) (see Handbook part 'Superannuation'). They are also covered by the Social Security Contributions and Benefits (Northern Ireland) Act 1992, subject to the decision of the Statutory Authorities in a particular case. In other respects, provision for injury or death due to an accident while officers are using their private motor vehicle on official business is the officers' own responsibility and the officers' insurance shall be invoked. Officers intending to use their private motor vehicles for official purposes should be so informed when asking for the undertakings referred to in paragraph 3.3.1 below.

3.3 MOTOR VEHICLE INSURANCE

3.3.1 Officers using their private motor vehicles at either the standard rate or the public transport rate of mileage allowance must ensure the vehicle is in a roadworthy condition, taxed and must also satisfy certain

insurance conditions. It is the officer's personal responsibility to ensure that the required insurance conditions are fulfilled. When officers first use their vehicle on official business, they must declare in writing¹ that they:

- a. know and understand the insurance requirements;
- b. are covered accordingly; and
- c. will notify the Department of any change which leaves them with less cover than required.

3.3.2 The Claims Processing Centre will make regular spot checks on officers' insurance certificates. Departments will have ultimate responsibility for decisions on any such requirements.

3.3.3 Officers using their private motor vehicles on official business in the Republic of Ireland, should contact their Insurance company to verify they are appropriately insured for driving in that country.

3.3.4 Officers using their private motor vehicle on official business and claiming reimbursement at the Public Transport Rate (PTR) of motor mileage allowance must meet the following requirements:

- a. the officer must have insurance without financial limits against claims in respect of:
 - i. bodily injury to or death of third parties;
 - ii. bodily injury to or death of any passenger;
 - iii. damage to the property of third parties;
- b. the insurance policy must contain either a clause permitting the use of the vehicle by the policy holder in person in connection with his/her business, or a clause specifically permitting the use of the vehicle by the policy holder in person on the business of the employing Department; this is required irrespective of the fact that an officer may be insured with one of the companies listed in Annex 1;
- c. in the case of a vehicle for which the officer is a 'named' driver, the insurance policy should specifically cover the use of the vehicle by the named driver on the business of the Department.

3.3.5 Officers using their private motor vehicle on official business and claiming reimbursement at the standard rate of mileage allowance must meet the following requirements:

¹ A copy of the Declaration and Undertaking is at Annex 3.

- a. the officer must have normal comprehensive insurance covering the risks set out in paragraph 3.3.4 and damage to or loss of the vehicle;

OR

- b. the officer as policy holder, or as a named driver must have insurance covering the risks set out in paragraph 3.3.4 and additionally have given an undertaking not to claim from the Department in respect of any loss or damage sustained which would have been recoverable under their insurance policy if that policy had extended to damage or loss of the vehicle.

Insurance policies which are otherwise fully comprehensive may exclude liability in respect of:

- a. frost damage;
- b. theft of any part or accessory (unless the vehicle itself is stolen); and
- c. any article left in the vehicle.

When a car is parked out in the open, such restrictions do not prevent payment of standard rate of motor mileage allowance.

3.3.6 Notes on individual clauses in motor insurance policies.

a. Excess Clause. An otherwise fully comprehensive policy with an excess clause which requires officers to bear the first part of any claim is acceptable for the payment of standard rate motor mileage allowance, but officers must give an undertaking not to seek to recover from their Department any amount which they may be called upon to pay as a result of the operation of the excess clause.

b. Cash and Equipment. When officers are required to carry official cash or equipment in their private motor vehicle they should ensure that their insurance cover will not be affected; if necessary, by notifying their insurance company specifically. It is not intended that the officer should arrange any special insurance cover in respect of risks to the cash or equipment itself.

3.3.7 The companies listed in Annex 1, have given an undertaking indemnifying the Crown in the event of a claim being made against the Crown, as the insured's employer, to the same extent as the officer is insured under the policy, on the understanding that the insurers are allowed to retain control of the claim.

The companies listed have also agreed that policies taken out by officers, will extend to official business use. In addition, the carrying of passengers

on duty and the receipt of mileage allowance will not be deemed to constitute use for hire and reward (see also paragraph 3.3.4 [b]).

3.3.8 Officers who do not insure with one of the insurers listed at Annex 1 and who are unable to obtain a policy endorsement which covers the use of the vehicle on official business or who, because of a change in policy no longer fulfil the insurance requirements detailed in these paragraphs, will be unable to claim official business mileage.

3.4 MOTOR MILEAGE ALLOWANCES

Standard Rates of Motor Mileage Allowance

3.4.1 The standard rates of motor mileage allowance are payable to officers who:

- a. are driving their own private motor vehicle as defined in paragraph 3.2.14;
- b. fulfil the insurance requirements of paragraphs 3.3.1 to 3.3.8;
- c. maintain their vehicle in a roadworthy condition as defined in paragraph 3.1.6; and
- d. are using the vehicle for a journey which the Department recognises as appropriate for official travel by private motor vehicle because it is clearly in the public interest for the vehicle to be used (see paragraph 3.2.2).

3.4.2 To qualify for the standard rate of mileage allowance, prior Departmental approval to travel by private motor vehicle is required (see paragraph 3.4.1) in the following circumstances:

- a. when suitable officially provided transport is readily available;

OR

- b. when it is known to officers before a particular journey is started that they could travel as passengers in another vehicle (private or official) to be used at about the same time for an official journey over the same route

OR

- c. the journey will not involve the Department in more expense than would have been incurred by travel by other means, e.g. public transport or self-drive car.

3.4.3 The approval for journeys under paragraph 3.4.2 will be based on all items of expenditure including travelling and subsistence allowances and

the cost of official time. Approval may be refused on grounds of cost alone and will only be given when it is clear that other advantages outweigh the extra cost of travel in the particular instance.

Public Transport Rate of Motor Mileage Allowance

3.4.4 The public transport rate of motor mileage allowance is payable to officers who:

- a. have insurance which is restricted to the requirements set out in paragraph 3.3.5 and who maintain their vehicle in a roadworthy condition, as defined in paragraph 3.1.6; or
- b. are driving a vehicle which does not fulfil the ownership requirements of paragraph 3.2.14
- c. are using the vehicle for a journey which the Department does not recognise as appropriate travel by private motor vehicle (e.g. where public transport is available and car parking charges would not have been incurred.)
- d. Officers paid public transport rate of motor mileage allowance under (b) above must fulfil the basic insurance requirements of paragraph 3.3.5. The public transport rate of motor mileage allowance is only payable for the use of private motor cars.

3.4.5 Payment of public transport rate does not in any way recognise the use of the private motor vehicle and the Department should therefore make it clear that no liability will be accepted in the event of any accident, damage, injury or death, beyond that which would exist if the private motor vehicle had not been used.

Motor Mileage Allowance Rates

3.4.6 The current rates of mileage allowances are given in Annex 1, Part ii. Where the public transport rate of allowance is higher than the “standard rate” for the vehicle concerned, the appropriate standard rate should be paid. The main standard rate for private motor cars is payable only for the first 10,000 miles in each financial year. Any additional mileage attracts the lower standard rate as set out in Annex 2 Part i.

Calculation of Mileage Entitlement

3.4.7 Mileage allowances (non-taxable), at either the public transport or standard rates, are payable for the mileage between the permanent station and the place visited by the shortest practicable route or the actual distance necessarily travelled if less (see also paragraph 2.3.11). When an official

call is made by officers on their home to office route, mileage allowance is payable for the mileage between their permanent station and the place visited or their home and the place visited, whichever is the lesser. The total amount paid for daily travel on continuous detached duty (see paragraph 3.1.7 including any day subsistence, garage expenses, toll charges, etc, to which there may be entitlement, should not exceed the amount of night subsistence (ie the ceiling on expenditure on bed and breakfast plus the allowance for lunch and dinner) or lodging allowance appropriate to the officer's grade.

3.4.8 The Claims Processing Centre may restrict claims for standard rate to the level of the public transport rate if it is clearly unreasonable for officers to have used their private motor vehicles in the particular circumstances; or, if a journey which should have had prior approval is undertaken without such approval (unless there were good reasons for approval not being sought and, if it had been sought, approval would have been given). In this context, it should be noted that standard rate may be payable when an officer's car is being driven solely on account of official business on one leg of a journey when the officer is not present if the corresponding journey when the officer is present attracts standard rate. On the other hand, if the part of the journey when the officer is present does not attract standard rate, then public transport rate is applicable for the whole journey.

For example, where an officer is driven to or from the airport in his/her private motor vehicle at a time when public transport is unavailable reimbursement at SMR may be appropriate. However, when the officer is being taken to or collected from the airport in his private motor vehicle, at a time when public transport is available mileage at PTR may be appropriate. Where an officer wishes to use any vehicle not meeting the criteria of paragraph 3.2.13 (a) to (c), public transport rate of motor mileage allowance may be paid under the normal rules, provided that the insurance policy specifically covers the use of the vehicle by the officer on the business of the Department.

Home to Office Journeys

3.4.9 In general, it is the responsibility of officers to bear the cost of daily travel between home (see 3.1.2) and permanent station. Thus only exceptionally can mileage allowances be paid when their private motor vehicle is used for this journey. The principal exceptions are:

- a. when an additional attendance outside normal working hours is required (see paragraph 4.7.1);
- b. when officers foresee that they will be required to stay exceptionally late at the office until public transport has ceased to run or the service is severely restricted (see paragraph 4.7.1);

- c. when an officer is travelling under the emergency arrangements operated by Departments at times when public transport is disrupted.

Serious Public Transport Disruption

3.4.10 Payments in respect of reasonable, additional expenses incurred by staff in travelling to and from their work during serious disruption of public transport may be met by Departments at their discretion. The additional expenses will not be subject to tax. Allowance should be made for any refund, which has been or will be obtained in respect of a season ticket.

3.4.11 Where officers use public transport, claims for reasonable additional travelling expenses necessarily incurred by them may be met, allowance being made for any refund which has been or will be obtained in respect of a season ticket.

3.4.12 Where officers normally use public transport but during the disruption they necessarily use their private motor vehicle, a special mileage allowance (see paragraph 3.4.15 below) may be paid to them in respect of the full distance of the return journey. This allowance may be paid without any deduction because an element representing the saving in normal travel costs has been already taken into account in calculating the allowance.

3.4.13 Where officers normally use their private motor vehicle, they may be paid the special mileage allowance in respect of any excess distance travelled due to the disruption.

3.4.14 In addition to the special mileage allowance payable under paragraphs 3.4.12 and 3.4.13 above, officers using their private motor vehicle may, subject to the production of **receipts**, be paid any reasonable extra parking or garaging fees incurred because of the disruption.

3.4.15 The special mileage allowance is the public transport rate plus 30%, calculated in pence per mile to the first decimal place (i.e. anything above 0.5 is rounded up). Annex 2 part v refers.

3.4.16 When conveying official passengers or other members of staff in their private motor vehicle, officers may additionally be paid a passenger supplement at the rate set out Annex 2 Part ii for the whole of the passengers' journeys, provided that such passengers normally travel by public transport but were unable to do so.

3.4.17 The above-mentioned payments should be made on the basis that:

- a. no unnecessary or avoidable expense is reimbursed;
- b. when private vehicles are used, no unnecessary or avoidable distance is travelled;

- c. allowances (including passenger supplement) are not paid under these paragraphs for any part of a journey which qualifies for allowances under other paragraphs; and
- d. normally more than 4 miles have been travelled daily each way. Departments may at their discretion make payments to officers who live less than 4 miles from their place of work if the circumstances are exceptional.

Staff Who Have Disabilities

3.4.18 Staff who have disabilities who are unable to use public transport and have to travel by car, may be reimbursed at the standard rate of motor mileage allowance (assuming that the normal insurance conditions and roadworthiness conditions are met) for all travel on official business.

Passenger Supplement

3.4.19 Officers who use their private motor vehicle on official business travel, and who carry official passengers may be paid a passenger supplement. The supplement which is payable for each passenger is set out in Annex 2 Part ii. The passenger supplement is not payable in respect of solo motor cycles and similar machines.

ADDITIONAL ALLOWANCE

Equipment Supplement

3.4.20 When approved by the department, an equipment supplement as detailed in Annex 2 Part iii may be paid - e.g officers who, necessarily carry equipment inside the cabin of their private motor vehicle which is likely to cause abnormal deterioration to the interior of the car. No equipment supplement can be authorised if the equipment could be carried in the boot or in the luggage rack of a normal motor car, or is carried in a utility or similar type of vehicle or in a trailer.

It should be noted that the equipment supplement is now payable for journeys that would not necessarily attract an official business mileage payment e.g. a home to office journey.

Equipment Supplement Allowance is taxable and liable to National Insurance Contributions (NIC). Tax and NIC should be deducted under PAYE.

Garage Expenses, Tolls and Ferries etc

3.4.21 Officers using private motor vehicles on official business may be reimbursed the cost of garaging and parking fees, tolls and ferry charges. The rules for payment vary according to the mileage rate for which the journey qualifies as set out in Annex 2 Part iv. Officers in receipt of lodging

allowance who garage their private motor vehicle away from home may be reimbursed extra garaging expenses within limits detailed by the Department provided the Department is satisfied that the arrangement is justified by the needs of official duty.

Pedal Cycles

3.4.22 Officers using pedal cycles for official journeys may be reimbursed at the rate set out in Annex 2 Part i.

Self-Drive Hired Cars

3.4.23 Where it is in the public interest for an officer to be provided with a short-term hire-car for a particular official journey or journeys, a Department may, at its discretion, meet all hiring and running costs incurred by the officer on using the vehicle on that journey. Hiring in these circumstances must be subject to the prior approval of the Department. For all practical purposes, the vehicle should be regarded as an 'official' vehicle.

3.4.24 In an emergency (eg where an officer's private vehicle breaks down on official business) any expenses necessarily incurred by the officer in hiring a vehicle to complete the official business may be met, at Departmental discretion, even where the officer was unable to obtain prior approval. The insurance on the vehicle must however specifically cover the use of the vehicle by the officer on the business of the Department.

Self-Drive Official Vehicles

3.4.25 Officers for whom self-drive official vehicles are provided should note that:

- a. drivers of official cars are responsible for seeing that they are properly immobilised before being left unattended;
- b. an official vehicle may not be garaged at an officer's home overnight for the officer's own convenience;
- c. officers may garage an official vehicle at their home overnight:
 - i. if their home is officially recognised as their normal duty station, or, exceptionally;
 - ii. if the Department considers it to be in the public interest for officers to garage the official vehicle there overnight.

Specific authority from the department is required for these arrangements.

3.4.26 Officers permitted to garage an official car near their home may be refunded actual reasonable expenses. If officers use their own garage, out of pocket expenses may be met at Departmental discretion.

Car Parking Charges

3.4.27 Car parking charges will be reimbursed, on the presentation of receipts, to officers who undertake approved official travelling.

Compensation for death or injury when driving or travelling in an official car

3.4.28 Staff are not covered by the CSIBS (NI) while driving or travelling in an official car in cases where they are killed or injured as a result of their own negligence or misconduct, or where there is no loss of earnings as a result of an accident. In such cases, staff may qualify for an ex-gratia payment where they would have been entitled to compensation had they been driving their own car and held comprehensive insurance cover.

3.4.29 Departments must make arrangements for considering ex-gratia payments for staff (or their dependants – see Glossary in Chapter 1) who are killed or seriously injured in an accident when driving or travelling in an official car on an officially approved journey where the CSIBS (NI) does not provide cover. These arrangements must include all officers, who whilst not officially employed by the Civil Service are undertaking work on its behalf. Such payments may be made subject to the following conditions:

- a. the member of staff, or the dependants, were not at the time of the injury payment in receipt of injury compensation under CSIBS (NI) as a result of the accident;
- b. the driver of the official car involved in the accident did not, at the date of the accident, hold a valid comprehensive motor insurance policy which provided for personal injury benefit to the person killed or injured in the circumstances of the accident.

3.4.29 Departments must consult Civil Service Pensions, the Department of Finance and Personnel in cases of doubt on the coverage of particular individuals or groups of staff, and must seek the approval of the Department of Finance and Personnel for amounts that exceed their delegated authority for ex-gratia payments.

Travelling Expenses for Essential Qualifications and the Assistance to Study Scheme

3.4.31 Under the Essential Qualifications policy, Departments should apply the normal Travel (and Subsistence) policy and rates to those officers who are undertaking a course of study which is considered essential for their

current post. In such cases the place of study shall be considered a detached duty station.

3.4.32 Officers who have been given approval to undertake a course of study under the Assistance to Study Scheme, should receive travel at public transport rate and 80% of any compulsory residentials. It should be noted however, that reimbursement will only be considered for those costs identified on the study application form.

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ANNEX 1 Paragraph 3.3.4(b)

LIST OF INSURERS

A. ACCIDENT OFFICES ASSOCIATION

AGF Insurance Ltd
Alliance Assurance Co Ltd
Ansvar Insurance Co Ltd
ARIG Insurance Co Ltd
Atlas Assurance Co Ltd
Avon Insurance Co Ltd
Axa Insurance Co Ltd

Bankers Insurance Co Ltd
Bedford General Insurance Co Ltd
Bishopsgate Insurance Co Ltd
Black Sea & Baltic General Insurance Co Ltd
Bradford Insurance Co Ltd
Britannic Assurance PLC
British & Foreign Marine Insurance Co Ltd
British Commonwealth Insurance Co Ltd
British Equitable Assurance Co Ltd
British Oak Insurance Co Ltd
British Reserve Insurance Co Ltd
Budget Insurance Co Ltd

Caledonian Insurance Co
Cambrian Insurance Co Ltd
Car and General Insurance Co Ltd
Cavendish Insurance Co Ltd
Century Insurance Co Ltd
China Insurance Co (UK) Ltd
Church & General Insurance Co Ltd
CIGNA Insurance Company of Europe
City of Westminster Insurance Co Ltd
*Civil Service Insurance Society
CNA International Reinsurance Co Ltd
Commercial Union Assurance Co PLC
Continental Insurance Company (Europe) Ltd

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ANNEX 1 (Cont'd) Paragraph 3.3.4(b)

Contingency Insurance Co Ltd
Co-operative Insurance Society Ltd
Cornhill Insurance PLC
Cornish Mutual Assurance Co Ltd

Direct Line Insurance PLC
Dominion Insurance Co Ltd

Eagle Star Insurance Co Ltd
East West Insurance Co Ltd
Ecclesiastical Insurance Office PLC
Economic Insurance Co Ltd
Essex & Suffolk Insurance Co Ltd
Europa Insurance Co Ltd
Excess General Insurance Co Ltd

Folgate Insurance Co Ltd

GA Bonus PLC
GAN Insurance Co Ltd
General Accident Fire & Life Assurance Corpn PLC
Gresham Fire & Accident Insurance Society Ltd
Guardian Assurance PLC
Guardian Royal Exchange Assurance PLC
GRE (UK) Ltd
Guildhall Insurance Co Ltd

Hallmark Insurance Co Ltd
Haven Insurance Policies Ltd (in St Stephen's Motor Policies)
Hibernian Insurance PLC
Home & Overseas Insurance Co Ltd
HSBC Insurance (Ireland) Ltd

Independent Insurance Company Ltd
Insurance Company of North America (UK) Ltd
Insurance Corporation of Ireland PLC
Insurance (GB) Limited
Irish National Insurance Co PLC
Iron Trades Insurance Co Ltd

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ANNEX 1 (Cont'd) Paragraph 3.3.4(b)

Landmark Insurance Company Ltd
Legal & General Assurance Society Ltd
Licenses & General Insurance Co Ltd
Lion Insurance Co Ltd
Liverpool Insurance Society Ltd
Local Government Guarantee Society Ltd
Lombard Continental Insurance PLC
London Assurance
London & Edinburgh Insurance Co Ltd
London Guarantee & Reinsurance Co Ltd

Midland Assurance Ltd
Motor Union Insurance Co Ltd
Municipal General Insurance Ltd
Municipal Mutual Insurance Ltd

National Farmers' Union Mutual Insurance Society Ltd
National Insurance & Guarantee Corporation PLC (NIG Skandia)
National Motor & Accident Insurance Union Ltd
New Hampshire Insurance Co
New India Assurance Co Ltd
New Zealand Insurance PLC
Norman Insurance Co Ltd
North British & Mercantile Insurance Co Ltd
Northern Assurance Co Ltd
Northern Star Insurance Co Ltd
Norwich Union Fire Insurance Society Ltd

Ocean Accident & Guarantee Corporation Ltd
Orion Insurance Co PLC
Orion Insurance (General) PLC

Paramount Insurance Co Ltd
Pearl Assurance PLC
Pennine Insurance Co Ltd
Phoenix Assurance PLC
Preferred Direct Insurance
Privilege Insurance Co Ltd

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ANNEX 1 (Cont'd) Paragraph 3.3.4(b)

Provident Insurance PLC
Prudential Assurance Co Ltd

QBE Insurance (UK) Ltd

Road Transport and General Insurance Co Ltd
Royal Exchange Assurance
Royal Insurance PLC
Royal Insurance (UK) Ltd
Royal London General Insurance Co Ltd
Royal London Mutual Insurance Society Ltd

St Paul International Insurance Co Ltd
Sable Insurance Co Ltd
Scottish General Insurance Co Ltd
Scottish Union & National Insurance Co
Sea Insurance Co Ltd
Sphere Drake Insurance PLC
Star Assurance Society Ltd
State Assurance Co Ltd
Sun Alliance & London Insurance PLC
Switzerland Insurance Co UK Ltd

Touchline Insurance Co Ltd
Tradex Insurance Co Ltd
Trafalgar Insurance PLC

UAP Provincial Insurance PLC
United Friendly General Insurance Co Ltd

Wesleyan & General Assurance Society
Westminster Motor Insurance Association Ltd
West Yorkshire Insurance Co Ltd

Zurich Insurance Co

* Not a member of Motor Conference but policies are underwritten by Royal Insurance (UK) Ltd who are parties to the Treasury Undertaking.

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ANNEX 1 (Cont'd) Paragraph 3.3.4(b)

B. MEMBERS OF LLOYD'S MOTOR UNDERWRITERS ASSOCIATION COVERING

Abbey Motor Policies

Admiral Insurance Services Ltd (See Brackbank Personal Lines Syndicate)

A L S Motor Policies

Ambassador Motor Policies (see Torch)

Anchor Underwriters (see Wren)

Barbican Motor Policies (see Equity Red Star)

Beacon Motor Syndicate (inc St Paul's) (see Equity Red Star)

British Standard Assurance Association (inc Fanum) (see Wessex Motor Policies)

Brockbank Personal Lines Syndicate (inc Admiral and Zenith)

Corinthian Motor Policies (inc Doric, Tudor, Regency)

Crowe Motor Policies (inc SMT, SWAN)

Eclipse Motor Policies

Ensign Motor Policies

Equity Red Star Motor Policies (inc Barbican, Beacon, Charter, HGP, Kinloch, Lion, Mitre, Trinity)

Erin Motor Policies (see Holdsure)

Eversure Motor Policies (see Abbey)

HGP Motor Policies (inc DA) (see Equity Red Star)

Hermes Motor Policies (inc Hamilton, Signpost (see Abbey)

Highway Motor Policies (inc Kestrel, Lorat, leadenhill Con TT, CAB)

Holdsure Motor policies (inc Enterprise, Safeguard, TL)

Ibex Motor Policies (inc ACME, Fleetsure, Shield)

J S B Motor Policies (inc LTDA) (see Brockbank)

K G M Motor Policies

TRAVELLING ON OFFICIAL BUSINESS

ANNEX 1 (Cont'd) Paragraph 3.3.4(b)

Leadenhall Motor Policies (see Highway)

Link Motor Policies

Merrett Motor Policies (see Wessex)

Milestone Motor Policies (inc AA Thames) (see Corinthian)

Mitre Insurance Association (see Equity Red Star)

M T Motor Policies

Paladin Insurance Association (see Wren)

Pegasus Motor Policies

R B Motor Policies (inc Capital, RAC, (see WREN)

Red Star Policies at Lloyds (see Equity Red Star)

Renown Motor Policies

Service Motor Policies

Shed Motor Policies

Summit Motor Policies

Torch Motor Policies

Trojan Motor Policies (see IBEX)

Warwick Motor Policies (see Wessex Motor Policies)

Wellington Personal Insurances Ltd (MW Petzold & Others,
C R Howel & Others, A Taylor & Others)

Wessex Motor Policies

Wren Motor Policies

Zenith Motor Policies (see Brockbank Personal Lines Syndicate)

TRAVELLING ON OFFICIAL BUSINESS

ANNEX 2 - Part i Paragraphs 3.4.6 and 3.4.22

MILEAGE ALLOWANCES

STANDARD RATE OF MILEAGE ALLOWANCE PAYABLE FOR USE OF PRIVATE MOTOR CARS (Rate per mile with effect from 06.04.11)	
All Engine Capacities	Rate
Up to 10,000 miles	45p
Over 10,000 miles	25p

STANDARD RATE OF MILEAGE ALLOWANCE PAYABLE FOR USE OF PRIVATE MOTOR CYCLES AND MOTOR CYCLE & SIDE CAR (Rate per mile with effect from 01.04.02)	
All Engine Capacities	Rate
Unlimited mileage	24p

PUBLIC TRANSPORT RATE OF MILEAGE ALLOWANCE PAYABLE FOR THE USE OF PRIVATE MOTOR VEHICLES (Rate per mile for all cars with effect from 06.04.97)
25.7p

PEDAL CYCLE ALLOWANCE (Rate per mile with effect from 01.04.02)
20p

ANNEX 2 - Part ii Paragraph 3.4.19

PASSENGER SUPPLEMENT

Journeys Attracting both Standard and Public Transport Mileage Rate

5.0p per mile for each passenger carried (w.e.f. 01/09/2007). This may be paid over and above any limitation on mileage allowances recorded in paragraphs 3.5.7 to 3.5.9.

TRAVELLING ON OFFICIAL BUSINESS

ANNEX 2 - Part iii Paragraph 3.4.20

EQUIPMENT SUPPLEMENT

(Note: the supplement is taxable and liable to National Insurance contributions)

Journeys Attracting Standard and Public Transport Mileage Rates
Supplement of 2.0p per mile for distances over which the equipment is necessarily carried.

ANNEX 2 - Part iv Paragraph 3.4.21

GARAGE EXPENSES, TOLLS AND FERRIES, ETC

(Received expenditure)

Standard Mileage Rate	Public Transport Mileage Rate
Full received cost may be reimbursed if the Department is satisfied that such charges were actually and necessarily incurred. Charges for overnight parking cannot be reimbursed unless the officer is being paid night subsistence allowance for the night in question (see paragraph 2.5.1 for night subsistence).	Full cost may be reimbursed if the Department accepts that the parking fees, ferry and toll charges are reasonable, having regard to the saving of official time. In cases where an officer uses his private motor vehicle but there is no saving of official time, the full cost may only be met if the total of mileage allowance and toll charges etc does not exceed the cost of the journey by public transport (including the fares of any passengers).

ANNEX 2 - Part v Paragraph 3.4.15

SERIOUS PUBLIC TRANSPORT DISRUPTION

Where officers normally use public transport but during the disruption they necessarily use their private motor vehicle, a special mileage allowance, calculated as 30% of the public transport rate may be paid.

The rate is 33p with effect from 1.09.2007

TRAVELLING ON OFFICIAL BUSINESS

ANNEX 3 Paragraph 3.3.1

MILEAGE ALLOWANCES INSURANCE REQUIREMENTS

DECLARATION AND UNDERTAKING

1. I _____ declare:
(Full name)
- a. that I have read the NICS Staff Handbook part “Official Travelling” paragraphs 3.3.1-3.4.5 and that I understand the requirements of the insurance cover which I must have before my private motor vehicle is used on official business for which mileage allowance can be paid to me;
 - b. that my insurance cover meets the requirements of paragraph 3.3.3 or 3.3.4 as set out in the regulations and that if I am required to carry official cash or equipment on official journeys my insurance cover is not invalidated thereby;
 - c. that I will immediately notify the Personnel Officer/Accountant of my Department of any change which leaves me with less insurance cover than is required by the regulations; and
 - d. that I will maintain my vehicle in a road worthy condition, in order to comply with statutory requirements.

I undertake not to claim from the Department in respect of any loss or damage I may sustain which would have been recoverable under my insurance policy if that policy:

- a. had not contained an excess clause; or
- b. had extended to damage to or loss of the vehicle.

TRAVELLING ON OFFICIAL BUSINESS

**ANNEX 3 (Cont'd)
Paragraph 3.3.1**

3. I have read and understand the contents of paragraph 3.2.16 regarding financial provisions for injury or death due to an accident while using a private motor vehicle on official business.

Signed: _____

Name (in CAPS): _____

Date: _____

Department: _____

Name of Insurance Co: _____

Authorising Officer: _____ (name in CAPS)

Date: _____