

Policy Title: Travel & Subsistence (T&S) Policy	Policy Number: FIN-POL-05
Issue Number: 046	Date of first issue: October 2006
Date of last review: June 2025	Date of next review: June 2026
Lead person: Finance & IT Manager	Approved by: Board
	Date approved: 24 June 2025

General Note
<p>The Mental Welfare Commission (the Commission) acknowledges and agrees with the importance of regular and timely review of policy statements and aims to review policies within the timescales set out.</p> <p>New policies will be subject to a review date of no more than one year from the date of first issue.</p> <p>Reviewed policies will have a review date set that is relevant to the content (advised by the author) but will be no longer than three years.</p> <p>If a policy is past its review date then the content will remain extant until such time as the policy review is complete and the new version published.</p>

1.	Policy Statement
	<p>As a public sector organisation, the Commission has a duty to ensure that the Travel and Subsistence Policy is being interpreted and implemented properly and consistently, with due care and attention given when employees are making claims and line managers are approving them. We must ensure that there are strong controls in place to prevent both error and fraud.</p> <p>This policy works within clear parameters based on the following:</p> <ul style="list-style-type: none"> • The Commission applies the rates set by Her Majesty's Revenue & Customs (HMRC). Applying HMRC rates ensures there is no "profit" element and expenses can be paid free from tax and national insurance. • HMRC rules apply to reimbursement of travel expenses and account has to be given for any travel that represents an element of ordinary commuting. • The Commission adopts the same approach to travel and subsistence, and the same rates, as Scottish Government. • The Commission reimburses individuals for expenditure necessarily incurred on travel and subsistence in the course of official business. • Employees are responsible for ensuring that no unnecessary costs are incurred and that the Commission receives good value for money.
2.	Scope
	<p>This policy applies to all employees (permanent and fixed term) and Public Appointees (Board members) as well as seconded staff of the Commission. It is the responsibility of the individual to fully understand the rules under which travel and subsistence expenses can be claimed.</p> <p>This policy does not form part of any contract of employment or contract to provide services, and we may amend it at any time.</p>

3.	Definitions	
	<p><u>Permanent workplace</u></p> <p>The permanent workplace for all Commission staff is Thistle House, Haymarket Place, Edinburgh, as confirmed in vacancy adverts and in employment contracts. No employee at the Commission has a home working contract / has their home as a contracted permanent workplace.</p> <p><u>Business travel</u></p> <p>Journeys which employees must make in the performance of their contractual duties. Excludes journeys which are ordinary commuting to the permanent workplace.</p>	
4.	Roles & responsibilities	
	4.1	<p>Chief Executive and Executive Leadership Team (ELT):</p> <ul style="list-style-type: none">Responsible for this policy, its consistent application and its monitoring/review.
	4.2	<p>Line Managers:</p> <ul style="list-style-type: none">Ensure that all employees are aware of the contents of this policy.Ensure this policy is applied correctly, consistently and fairly.Authorise claims in line with the requirements of this policy.Audit and spot check claims for compliance with this policy and refer to the relevant line manager where there is non-compliance and/or suspected fraudulent claims.Manage non-compliance with this policy in accordance with the Disciplinary Policy & Procedure.
	4.3	<p>Employees:</p> <ul style="list-style-type: none">Must be familiar with the contents of this policy and ensure all travel and subsistence claims are made in accordance with the requirements of the policy.Ensure all bookings and claims are authorised in accordance with the requirements of this policy.
	4.4	<p>Finance:</p> <ul style="list-style-type: none">Process and pay valid and correctly completed claims received by the 17th of the month by the end of the same month.Provide reporting to monitor compliance with all forms of travel booking, e.g. booking through the CTM portal and Enterprise hire car portal.Provide support/assistance to any queries about the implementation/requirements of this policy.
	4.5	<p>Human Resources:</p> <ul style="list-style-type: none">Complete hire car set up arrangements as part of the induction process for new starters as required.
5.	Operational system	

5.1 Principles

The following principles apply to this policy:

- We place a high degree of trust in our employees.
- We adopt the same approach (and rates) as Scottish Government for travel and subsistence.
- We appreciate employee goodwill and will aim to ensure that our employees are reimbursed as quickly as reasonably possible, by processing all correctly completed and valid claims received by the 17th of the month before the end of that month.
- Factors you should consider when making plans under this policy which attract expenditure include the wise use of public money, safeguarding our reputation, efficiency of your business time, and your safety (with specific reference to the Lone Working Policy).
- Everyone at the Commission has a responsibility to adopt the most efficient and effective approach to business travel and ensure appropriate budget spend.
- All employees will be treated fairly and consistently under this policy. If any employee requires specific support and assistance due to having a protected characteristic under the Equality Act 2010, this will be fully considered and any wider costs incurred because of the employee carrying out their specific role will be reimbursed appropriately.
- We actively promote our environmental responsibility and managing business travel efficiently plays an important part. Use of public transport should be the primary means of travel unless:
 - The destination is in a rural/remote area where there is no public transport available.
 - Public transport would be significantly less efficient in terms of staff time.
 - There are reasonable adjustments and/or health reasons preventing use of public transport.
 - There are multiple visits to individuals (e.g. Guardianship visits) in the same day.
 - The staff member has caring responsibilities outside of working hours, which would be adversely impacted by taking public transport.
- All travel is presumed to start and finish at employees' permanent workplace (Thistle House). This means:
 - For the purposes of submitting a claim under this policy, any travel which starts and ends somewhere other than Thistle House (for example, from a home address) must be compared to the mileage/cost of travel had the journey commenced from Thistle House. The lesser of the two must be submitted. Examples are provided later in this policy.
 - There is no reimbursement for the cost of travel/commuting between an employee's permanent workplace and (1) an employee's home, or any other place the employee visits for non-work reasons; or (2) any place where the employee performs the duties of another job. These expenses will be the responsibility of the employee unless expressly stated otherwise in this policy.
- The responsibility for accurate, fair and reasonable expense claims rests with the individual submitting a claim and their line manager who has authorised it.
- The approach outlined in this policy also applies to travel and subsistence for attendance at courses/conferences.

5.2 General conditions & eligibility

In order to be eligible to claim business travelling expenses, employees must be authorised to travel on Commission business and the following general conditions apply:

- Employees can only claim business travelling expenses against the cost of business journeys, for example, to attend visits, meetings, training, conferences, etc.
- Business journeys do not include ordinary commuting – when employees travel between home (or private location that is not a workplace/work related) and the

Commission's designated office base (Thistle House), or private journeys which are not part of an employee's normal job requirements.

- Every employee has a permanent workplace (Thistle House) and mileage will be reimbursed on the basis of either the actual mileage incurred from permanent workplace to visit, or – where travel was from home to visit - whichever is the lesser. For example:

Mileage: home to visit	Mileage: Office to visit	Correct mileage claim
Glasgow – Galashiels return = 166 miles	Thistle House – Galashiels return = 82 miles	82 miles
Kirkcaldy – Dundee return = 60 miles	Thistle House – Dundee return = 122 miles	60 miles
Perth – Dunbar return = 158 miles	Thistle House – Dunbar return = 78 miles	78 miles

- The same approach applies to business travelling expenses for public transport: where travel is from home rather than the office, the train fare from home to visit should be compared with the cost of a ticket from Haymarket to visit and the lesser amount only should be claimed. For example:

Ticket cost: home to visit	Ticket cost: Office to visit	Correct travel claim
Glasgow Central – Aberdeen open return = £74.20	Haymarket – Aberdeen open return = £66.20	£66.20
Dalkeith (Eskbank) – Falkirk open return = £12.70	Haymarket – Falkirk open return = £12.10	£12.10
Stirling – Ayr open return = £24.20	Haymarket – Ayr open return = £34.80	£24.20

- All public transport travel must be standard class. In exceptional circumstances where first class travel is requested, this will require an accompanying business case to be presented and will require the relevant ELT member approval in addition to the line manager's approval.
- All public transport bookings under this policy must be made at least 15 days in advance of travel, to avoid higher costs that are usually charged closer to the travel date. Line manager approval must be obtained in advance of all bookings less than 15 days prior to travel.

5.3 Secondments

A workplace which an employee attends for a secondment, or for some other temporary purpose, is a temporary workplace. However, there is a special rule which prevents a workplace being a temporary workplace where an employee attends it in the course of a period of continuous work which lasts, or is likely to last, more than 24 months.

Whenever it is established that a secondment is likely to exceed the 24 month rule, it is at this point in time that their temporary workplace will become a permanent workplace and travel to/from home to that workplace will not be a tax allowable business expense (full details can be found in the Secondment Policy). This means that the travelling expenses can still be claimed but they will be taxable and subject to national insurance.

If there is any doubt as to your permanent workplace please contact the Finance Team in the first instance.

5.4 Planning your journey

All employees must consider whether the journey is actually necessary or whether there is a more efficient or cost-effective way of meeting that specific objective. The following should be considered when making that assessment:

- Using relevant IT solutions, e.g. MS Teams.
- Agreeing that a colleague based closer to the location picks up this work (subject to line manager agreement).
- Waiting until another visit to the same area is to be made (however, it is appreciated that this is not always an option).
- For some employees who routinely travel for business, this may include planning multiple visits for the same trip in the same geographical area.

If the travel is necessary, employees should always aim for best value for money which will get them to and from their destination safely and in good time. In assessing best value, the following should be taken into account:

- The financial costs involved and wise use of public monies, including travel and subsistence costs.
- The operational effectiveness of the travel time (for example, ability to work whilst travelling, loss of productivity).
- The environmental costs (especially CO₂ emissions), reduction in pollution and traffic congestion.
- The reduction in single occupancy car journeys, i.e. car sharing arrangements.

5.5 One-off significant travel

It is recognised that on occasion you may be required to undertake more significant and/or costly business travel, which may include:

- Longer distance train travel and/or sleeper services
- Flights
- International travel outside the UK

It is recognised that these expenses will likely be significant, both in terms of cash value and in relation to your normal expense claims. The options for booking travel falling into the above category are:

- Staff can utilise the Scottish Government's Corporate Travel Management (CTM) Portal; or
- Staff can make the booking arrangements themselves but can contact Finance in advance to explore expedited reimbursement of travel, which will be facilitated wherever possible.

5.6 Train travel

- Where possible staff should take advantage of special fare promotions.
- Standard fares only will be authorised: where employees choose to upgrade their ticket, the Commission will only reimburse the standard fare.
- Receipts should be provided.
- The CTM Portal can be used for train bookings but will be subject to monthly reporting and audit (see later in this policy) and must still comply with the principles and eligibility criteria set out at sections 5.1 and 5.2 above.

5.7 Buses, Trams & Ferries

Receipts should be provided to support claims for bus/tram/ferry travel.

5.8 Private cars

All employees who use their private car for business travel are entitled to claim for expenses reasonably incurred whilst on official business and accompanied by receipts, including:

- Car parking (receipt required where available) – NB Receipted costs for overnight garaging or parking will be paid only for the nights when night subsistence allowance is payable (limits apply for employees in receipt of lodging allowance – see Appendix 1).
- Tolls (receipt required where available)
- Ferries (receipt required)
- Mileage at the agreed rate (Appendix 1)
- Passenger miles (where taken other Commission employees on the business journey) at the agreed rate (Appendix 1)

For business travel using personal vehicles:

- Employees and line managers must consider whether public transport could be a more efficient and effective means of travel, taking into account the factors at paragraph 5.4 of this policy, and consider the implications of long-distance travel.
- When making mileage claims, employees should use their vehicle odometer reading to note the mileage incurred. Line managers should use the AA route planner to validate mileage claims. Where there's a discrepancy (for example, road works/closures), employees should include the explanation when making their expense claim.
- When claiming passenger miles, employees should record the number of passengers in the "No. of passengers" field and not the number of miles travelled.
- The cost of parking between home and the employee's permanent workplace is the responsibility of the employee.
- Car parking and/or fixed penalty fines incurred whilst on Commission business will not be reimbursed.
- In accordance with the Commission's Car Declaration Form for Car Insurance and Driving Licence, any car or motor cycle must have an up to-date Certificate of Motor Insurance and must include cover for business use by the policy holder.
- Where individuals use their own car on Commission business, it is the responsibility of the individual to ensure that their own vehicle insurance covers them for work purposes. HR will check insurance documents on an annual basis for those staff who use their own car.

Where an employee sustains damage to their personal vehicle, or is involved in an accident (with a third party or object and regardless of fault) on Commission business, they must follow the accident notification procedure set out in the Work-Related Driving Policy (HR-POL-08). The Commission does not reimburse employees for any damage sustained to their own vehicle on Commission business, nor will it reimburse the insurance excess.

5.9 Hire cars

Hire cars are provided by the Commission using the Scottish Government contractor (currently Enterprise). Where the Scottish Government contractor cannot provide a car hire service in a particular area, a local car hire company should be used.

The following applies to all hire car bookings:

Eligibility/criteria for booking	
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	Hire cars can only be used when public transport is not possible and there is no other means of travel. Hire car use is to be by exception and requires pre-approval from line managers, to verify that no other means of travel is reasonably available.
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		<p>A hire-car must be used rather than the individual's personal car for journeys over 166 miles (this is a daily limit and based on a Commission cost/benefit analysis). Only in exceptional circumstances can journeys over 166 miles be taken in an individual's personal car.</p>
	Process for booking	<p>For new starters, the HR department will:</p> <ul style="list-style-type: none"> • Notify Enterprise when a new member of staff requires access to the Enterprise portal and provide the individual's contact details (sent to UKADR@ehi.com). • Issue the Enterprise How to Guide to staff (Appendix 2) <p>Enterprise will then confirm access and provide login details to the member of staff.</p> <p>Once set up, staff are responsible for booking their own hire car through the Enterprise portal by following the How to Guide at Appendix 2.</p>
	Grade of car	<ul style="list-style-type: none"> • The standard grade of car provided is Group B, e.g. a Vauxhall Corsa or Volkswagen Polo. • A Group H automatic car can be booked where the driver only holds an automatic licence, has a health condition requiring an automatic car, or requires an automatic to allow them to travel safely. All Group H bookings require prior line manager approval. • In certain circumstances (such as a number of staff travelling together), a Group C car can be requested, but a business case is required. • It is the responsibility of the line manager to satisfy themselves that the journey to be undertaken is necessary and that the most cost-effective method of travel has been identified, including the appropriate grade of car requested. • Electric vehicles are not available on the Commission's hire plan.
	Fuel	<p>Cars are delivered with a full tank of fuel and staff must ensure that the fuel tank is full on return. The car hire companies charge approximately treble the cost of the fuel to the Commission when cars are returned less than full. The employee will be responsible for this additional cost if the car is not returned with a full fuel tank as required. Receipts for fuel costs must be retained to accompany the travel claim.</p>
	Other charges	<p>Car parking, tolls and ferries will be reimbursed on the same basis as paragraph 5.8 of this policy. Car parking fines/other penalty fines will not be reimbursed.</p>
	Drop off & collections	<p>Where possible, employees must be present when hire cars are delivered and when they're collected, to agree the condition of the hire car on delivery and agree any damage at the inspection on collection.</p> <p>Where it is not possible for the employee to be present at drop off and/or collection, employees must take photos and video evidence of the condition of the vehicle before and after use, to retain as evidence in the event of a damage invoice/notification from the contractor. Particular attention must be paid to the condition of the tyres and alloys, as this is the source of most damage invoices and is not covered by the insurance.</p>

Insurance	Cars hired through the Scottish Government contractor are covered by fully comprehensive insurance, but this excludes damage to wheels/alloys.
Liability	It is strictly prohibited for an employee to drive any vehicle on official business unless they have a valid driving licence. It is the responsibility of the individual to ensure their licence is valid. Individuals are responsible for following all road traffic regulations. Any fine for breaches of road traffic law such as speeding is the responsibility of the individual.
Damage/accidents	Where an employee sustains damage to a hire car, or is involved in an accident (with a third party or object and regardless of fault), on Commission business: <ul style="list-style-type: none"> • The accident notification procedure set out in the Work-Related Driving Policy (HR-POL-08) must be followed. • Photos and video evidence must be taken and retained. • Employees must cooperate with requests from the Commission for further information to allow it to dispute any claims and/or progress claims under the insurance policy.

5.10 Taxis

In general, staff should avoid using taxis in the main cities such as Glasgow and Edinburgh, however, it is recognised there may be exceptional circumstances where it may be more cost effective in overall terms to travel by taxi than by other means of public transport. Where absolutely necessary, the Commission has a contract with Central Taxis in Edinburgh and there are taxi slips located in the office (Office Manager). Receipts must be obtained for all taxi journeys.

5.11 Pedal cycles

An individual using a pedal cycle on official business will be paid the pedal cycle allowance (see Appendix 1).

5.12 Accommodation & lodging

Accommodation is permitted where any of the following criteria are met and only with prior line manager approval:

- Business trips/visits lasting more than one day where it would not be efficient (in terms of staff time as well as cost) to incur return travel for each day of the visit.
- Where travel would be required prior to 06:30 and after 19:30 hours in order to accommodate the business trip/visit (NB staff are not expected to routinely travel prior to 06:30 and after 19:30 for business purposes, excluding ordinary commuting time).

Accommodation can be booked via the CTM Portal, or booked independently and claimed back. The rates to be applied are at Appendix 1. Where accommodation within the rate is not achievable, evidence of alternative accommodation and options must be presented to the line manager for off-tariff approval. All accommodation must be booked on a 'free cancellation' tariff.

5.13 Subsistence

Day subsistence is payable only when an individual is absent from the permanent workplace for prescribed minimum periods detailed below and necessarily purchases a meal, or meals, at greater cost than would have been incurred if working at their permanent workplace. For example, if a member of staff normally purchases a pack of sandwiches each day for lunch

at the permanent workplace and does this at the same or less cost whilst working away from the workplace on official business then the individual is not entitled to claim day subsistence, as no extra cost was incurred. Any claims for day subsistence must be receipted.

Details of the rates allowed for day subsistence are contained in Appendix 1. When referring to the applicable rates, please cross-reference with the qualifying periods below:

- Day subsistence over 5 hours is a period of absence on official business of more than 5 hours but less than or equal to 10 hours; or
- Day subsistence over 10 hours is a period of absence on official business of more than 10 hours; or
- A period of absence on official business either more than 5 hours or more than 10 hours after the completion of a 24 hour period attracting night subsistence allowance (the 24 hour period commences when the official journey begins).
- When a member of staff makes repeated consecutive visits on official business to the same place, day subsistence allowance is payable for a maximum of 30 consecutive working days only. Excluding weekends once a period of 30 consecutive days is exhausted the individual involved should, if having to outlay expenditure, bring this ruling to the attention of the Line Manager. Further reimbursement of day subsistence beyond the 30 consecutive day period will be at the discretion of the Line Manager who must also alert the Finance team if it is agreed such payments should continue.
- Discretion may be applied by Line Managers to deal exceptionally with absences which exceed 12 hours and which begin in the early hours of the day, e.g. before 5.30am when it is not considered reasonable for the member of staff to have breakfast at home before travelling. A special supplement of the over 5 hour allowance may be paid in addition to the over 10 hour allowance in such cases.

Day subsistence is not payable in the following circumstances:

- If the place visited is 5 miles or less by the most direct route from the permanent work place. For attendance at an exhibition or in other circumstances when the member of staff is unable to leave the business venue, the limit of 5 miles may be waived by prior approval of the Line Manager;
- Concurrently with a 24 hour subsistence payment;
- Concurrently with the staying with friends allowance;
- Concurrently with the lodging allowance;
- Concurrently with the allowance available for journeys made overnight by rail or boat;
- If a member of staff is provided with meals (lunch and or evening meal) at no cost to either themselves or the Commission; and
- If a member of staff takes meals (lunch and or evening meal) at home.

Any subsistence payment is additional to the bed and breakfast limit for staff staying away overnight on official business.

The Commission will not reimburse purchases of alcohol in any circumstances.

5.14 Reimbursement

The general principle in claiming travel and subsistence expenses, is that reimbursement is appropriate if extra expense has actually been incurred. Reimbursement is not appropriate if not supported by bona fide receipts.

Receipts are required for all expenditure except mileage and unless otherwise stipulated in this policy. The receipt must clearly identify the costs incurred. Any personal items on a receipt are the responsibility of the individual and should not be included on the claim. A credit card (from the merchant machine) receipt will not be acceptable as proof of expenditure incurred, as generally these do not itemise the expense incurred.

	<p>It is the responsibility of staff to ensure they receive a receipt for expenditure they wish to claim. In exceptional circumstances the Finance team will consider reimbursement of unreceipted claims. An explanation for unreceipted claims <u>must</u> be provided.</p> <p>The submission of a fraudulent travel and subsistence expenses claim will constitute a serious disciplinary offence. It will not be a defence for the employee to argue that they were unaware of the rules. If anyone has any doubt about their entitlement to specific expenses they must consult the Finance team before incurring the expenditure and certainly before completing the claim form. If an individual submits a fraudulent claim, this could lead to an investigation under the Fraud Prevention & Investigations Policy (FIN-POL-02) and/or the Disciplinary Policy & Procedure (007).</p> <p>In addition to checks by the Finance team, expenses claims are also subject to periodic scrutiny by internal and external Audit Services and HMRC.</p> <p>A copy of the current claim amounts can be found in Appendix 1 and the current Claim Form (which may be amended from time to time) is available on the intranet.</p> <p>Please note:</p> <ul style="list-style-type: none"> • All claims must be submitted within three months of the travel taking place. Only in exceptional circumstances will claims more than three months old be accepted. Staff wishing to claim exceptional circumstances should discuss with their line manager who must send a formal email authorising payment to Finance with the details of the claim. • All correctly completed and valid claims submitted to Finance by the 17th of the month will be processed and paid by the end of the same month. <p>5.15 Requesting travel, approval, reporting & audit</p> <p>The Executive Leadership Team will develop an operational system to support this policy, which will define:</p> <ul style="list-style-type: none"> • The process for requesting, approving and reporting on T&S • Roles and responsibilities for monitoring compliance with the policy • Means of audit and assurance <p>The operational system will ensure the process is effective and efficient in accordance with the Strategic Plan.</p> <p>Finance will reject claims where the correct process has not been followed and/or where expense claim forms have not been correctly completed, but they will not undertake audit/review of the legitimacy or validity of claims.</p> <p>5.16 Annual Season Ticket Scheme</p> <p>The Commission (through the Scottish Government) offers a Season Ticket Scheme which can help staff spread the cost of buying an annual pass for travel between home and work. Please see Appendix 3 for full details.</p>
6.	Risk Management
	<p>This policy will be reviewed annually to ensure:</p> <ul style="list-style-type: none"> • Compliance with relevant and appropriate legislation • Rates remain up to date • Enterprise/contractor arrangements remain up to date

	<p>Compliance with the policy may be subject to:</p> <ul style="list-style-type: none"> • Internal audit • External audit • HMRC audit • FOISA requests
7.	Related Documents
	<ul style="list-style-type: none"> • Work-Related Driving Policy (HR-POL-08) • Fraud Prevention & Investigations Policy (FIN-POL-02) • Disciplinary Policy & Procedure (007) • Hybrid Working Policy (HR-POL-07) • Lone Working Policy (034) – currently being updated
8.	References

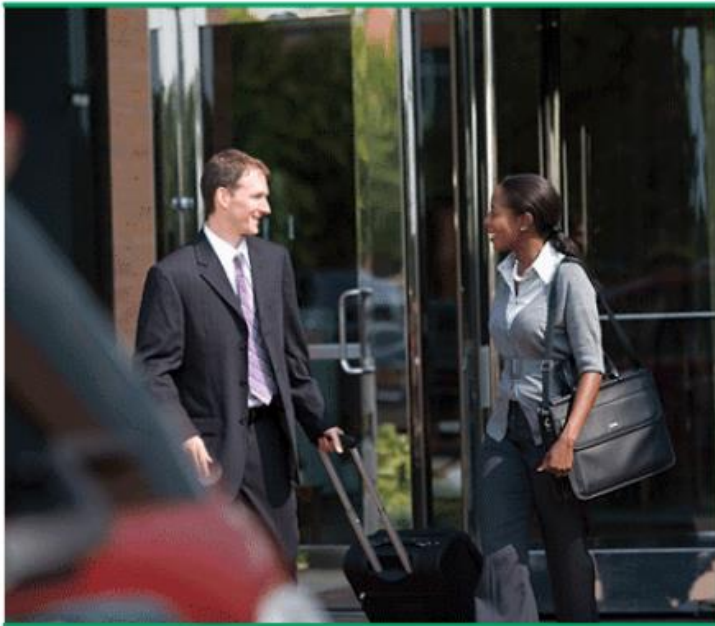
Appendix 1: Rates / Allowances

Expense type	Rate/unit
Bed and breakfast - London (does not cover items such as charges for viewing films or use of a mini bar)	Receipted up to £100 per night
Bed and breakfast - elsewhere (does not cover items such as charges for viewing films or use of a mini bar)	Receipted up to £75 per night
Car hire (fuel)	Receipted, no maximum
Car parking	Receipted, no maximum
Day subsistence over 5 hours	Receipted up to £4.90 per day
Day subsistence over 10 hours	Receipted up to £10.70 per day
Foreign travel night and day subsistence	Receipted, per night/day
Foreign travel other expenses	Receipted, no maximum
Foreign travel air travel	Receipted, no maximum
Foreign travel rail travel	Receipted, no maximum
Foreign travel taxi travel	Receipted, no maximum
Lodging allowance - London	Receipted up to £42.25 per night
Lodging allowance - elsewhere	Receipted up to £37.40 per night
Meals allowance - London	Receipted up to £24.10 per night

Meals allowance - elsewhere	Receipted up to £23.50 per night
Motor cycle allowance	£0.24 per mile
Motor mileage rate	£0.45 per mile
Overnight by train or boat	Receipted up to £24.10 per night
Passenger supplement	£0.05 per mile
Pedal cycle allowance	£0.20 per mile
Personal incidental expenses	Receipted up to £5 per night
Public transport air travel	Receipted, no maximum
Public transport bus	Receipted, no maximum
Public transport ferry	Receipted, no maximum
Public transport rail (first class)	Receipted, no maximum
Public transport rail (standard)	Receipted, no maximum
Public transport taxi	Receipted, no maximum
Public transport Tube	Receipted, no maximum
Staying with friends allowance	£36, set rate
Telephone calls on official business	No maximum
Toll charges	No maximum



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Version: 5.5.1
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Pick Date/Location/Vehicle → [Renter Details](#) → [Review Your Reservation](#)

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Welcome to the Enterprise Rent-A-Car B2B booking tool platform for Tradewind Recruitment employees

Driver

Driver Profile Name

Please Select...

BOOKER chooses name from list (also can add new DRIVER)

Reason for hire

Tradewind Recruitment Staff Hires

Vehicle Details

Vehicle Class

B-MAN (e.g. 3dr Ford Fiesta or similar)

[View Vehicle Classes](#)

Start

Date

14/02/2017

10

00

☐ Pick up ☐ Walk in ☒ Delivery ☐ Airport

End

Date

15/02/2017

10

00

☐ Return to Branch ☒ Collection ☐ Airport ☒ APU

Address (for Pick-up/Delivery)

Please Select...

Address Line 1 Tradewind Recruitment Ltd

Address Line 2 Castewood House, 77-91 New

City London

Post Code WC1A 1DG

[Lookup](#)

Address (for Collection, if different)

Please Select...

Address Line 1

Address Line 2

City

Post Code

[Lookup](#)

Booking References

Order Number

1234ABCD

Tradewind Location

London

- Enter your purchase order number
- Choose from 'Tradewind Location' dropdown

Notes To Enterprise

- Choose **Pick-Up** if you wish to be collected via our **free** customer 'pick-up' & return service'

(On return of vehicle to branch we'll also give you a FREE lift back)

- Choose **Walk-In** if you are walking into the local Enterprise
- **Delivery/Collection** if you want **vehicle** dropped off and collected.
- **Airport** for airport hires

Click [continue](#) to go to confirmation/review booking screen.

[Continue...](#)

Appendix 3: Annual Season Ticket Scheme

The Commission (through the Scottish Government) offers a Season Ticket Scheme which can help staff spread the cost of buying an annual pass for travel between home and work. Please see Appendix 5 for full details.

How to apply

You can apply for the Season Ticket Scheme by completing an annual season ticket application form from HR, who will send to HR at Scottish Government Payroll.

How it works

You will receive a salary advance for the full amount of the annual season ticket. This will be paid at the end of the month in addition to your salary payment. You then repay the cost of your season ticket loan through monthly deductions from your salary.

Once you have purchased your travel pass, send a copy of your receipt to the pay admin team at Scottish Government within two months of purchase. If you don't submit your proof of purchase within two months this could lead to the full outstanding amount being recovered.

Salary deductions will begin the month following the issue of the salary advance. The season ticket advance is recovered over 11 months so that you can renew a 12-month travel pass each year.

If you return your season ticket to the travel company before its expiry date, any refund will be paid directly to you. Contact the pay admin team to let them know and to arrange to repay the salary advance balance and stop the salary deductions.

Eligibility

You must be a permanent member of staff employed for at least two months by the Mental Welfare Commission.

You can use the scheme to buy a season ticket from any of these approved travel companies:

- First Aberdeen Ltd
- Lothian Buses
- One-Ticket Ltd
- ScotRail
- Strathclyde Partnership for Transport