

# Flexible Employee Handbook

## Travel Subsistence Scheme





# Welcome

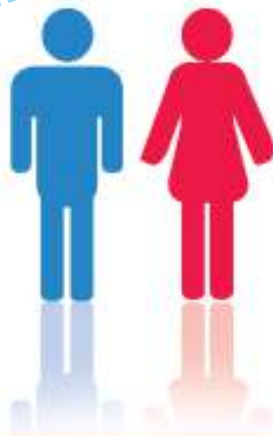
This handbook is designed to give you detailed information as to how the Pin Point travel and subsistence scheme works, what you need to do to make a travel and subsistence claim, what records you need to retain for possible inspection and how being a member of the scheme affect your net pay and other benefits.

Should you require any further information about any matters covered in the handbook, your terms of employment or any other matter concerning your employment with Pin Point, you should initially contact your Pin Point consultant who will be happy to help.

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## Scheme Overview

The travel and subsistence scheme enables Pin Point flexible employees to claim fixed rate daily allowances (known as benchmark scale rates) for subsistence (food and drink) bought whilst working away from home and for the cost of travel (by car, motor bike, bicycle or public transport) to and from your place of temporary work.

*You can make a claim for travel and subsistence expenses provided that;*

- **You are a flexible employee** and have not worked at a single place of assignment continuously for in excess of twenty-four months from the date when you joined the scheme.
- **You make a claim for each day** that you believe that you qualify for any of the allowances – each day and each allowance needs to be claimed separately – see ‘how to make a claim’ for further details

The allowances claimed are free from tax and NIC and provide many Pin Point flexible employees with tax relief resulting in an increased take home pay.

### Guidance on Making a Subsistence Claim

To be able to make a subsistence claim you need to actually purchase food and drink whilst away from home on a temporary assignment on the day for which you are claiming. You cannot claim for the cost of ingredients used in making a packed lunch at home which you consume whilst on the temporary assignment nor can you claim for food and drink items purchased at home but consumed on the temporary assignment eg. Chocolate bars and soft drinks.

You need to be able to prove that you did actually spend money on food and drink whilst on the temporary assignment if you are randomly selected by Pin Point to substantiate your subsistence claim. You must retain all receipts for subsistence claims made, ready for possible inspection.

### Self-Receipts

If you are unable to obtain a receipt then it is required that a self-receipt/contemporary note is completed displaying:

- Details of the expense incurred
- The date, time and location of purchase
- Details of the seller and reasons a receipt could not be obtained
- It is recommended that the self-receipt should be completed at the time of purchase and signed by the seller where possible.

You will have needed to have undertaken an assignment which required that you are away from home for a minimum of five hours for your subsistence claim to be valid. If you have been on a short term assignment which has meant that you have not been away from home for more than five hours you cannot make a subsistence claim for that day.

*The daily subsistence claim which you will receive is;*

**£5 per day** if you are away from home for greater than five hours

**£10 per day** if you are away from home for greater than ten hours

**Always retain proof of purchase in the event of being selection for a verification inspection. !**





## Guidance on Making a Travel Claim

You need to advise us as to the mode of transport which you have used to get to and from your place of temporary work on that day.



### Use of Public Transport

If you used public transport you will need to complete a public transport claim form.

You will be able to claim for the actual cost of your journey if supported by travel tickets

### Bicycle

If you commute by bicycle an allowance of 20p per mile can be claimed

### Motorcycle

If you commute by motorcycle an allowance of 24p per mile can be claimed

### Motor Car

If your commute by a motor car an allowance of 45p per mile for the first 10,000 miles in a tax year then 25p per mile there after

Amounts paid per mile are in line with current HMRC approved mileage allowance payment rates and may be amended at any future date in line with these rates.

Please note that if you walk to work you cannot claim an allowance for the distance travelled.



### Use of Private Transport

You will need to advise us of the mode of transport used to commute from home to place of temporary work.

Dependent upon whether you travel by your own car, motorcycle or bicycle will impact upon the allowance which can be claim per mile.

You must provide the actual mileage of the direct route between your home and place of temporary work. Any diversions from the direct route eg. To go to the shops or to pick up a work colleague must not be included in the claim.

*It must be your own vehicle which you use. You cannot make a claim if you are given a lift by someone else, even if you contribute to the cost of the fuel. !*





## How to Make a Claim

To be able to make a travel and subsistence claim you need to complete a travel and subsistence claim form – copy attached.

Claim forms are available to complete online. Please go to [www.pin-point.co.uk](http://www.pin-point.co.uk) and click on the link TSS. Alternatively, claim forms can be obtained from your Pin Point consultant or by calling into your local branch.

### To submit a valid claim form you need to ensure;

**A.** You complete details of your name, client you worked at and the week worked so that we are easily able to identify you.

**B.** If you are eligible to claim an allowance for food and drink purchased whilst at work (see guidance on making a subsistence claim) place a Y for each day claimed. If you did not purchase any food or drink on a specific day or did not work sufficient hours place an N against that day.

**C.** If you wish to claim for travel to and from your temporary workplace, you will need to advise us as to the mode of transport used;

C = use of own car

M = use of own motorbicycle

B = use of own bicycle

**NB.** If you use public transport you will need to complete the public transport claim form and attach your travel tickets.

*Do not make a claim if you get a lift from someone else, even if you contribute to the cost of fuel.* !

**D.** Enter the direct mileage to and from home to your temporary workplace. Do not add any detours even if it is to pick up or drop off a colleague

**E.** Make sure that you read the declaration and sign the form.

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## How are claims checked?

It is important that the claims submitted are accurate and genuine.

Each month a random sample of claims are selected for checking.

If your claim is selected you will be contacted by either by email, letter or telephone and will be requested to confirm and substantiate your claim.

If you have made a subsistence claim, you will be asked to provide evidence that a payment has been made for food and drink. If you do not have a receipt for a particular day eg. The sandwich seller was not able to give a receipt you can use the self-receipt form to confirm how much you have spent. However, please note excessive use of self-receipts will lead to further checking and possible exclusion from the scheme.



The number of hours claimed to have worked will be checked against the confirmed hours worked provided by the client. In the event of a variance in hours being evident, it will be the number of hours confirmed by the client which will be applied.

Private transport mileage claims will be confirmed against proprietary road distance measuring software based upon your recorded home postcode and that of your assigned place of work for each day claimed. The decision of Pin Point on the correct mileage figure applied is final.

Claims for travel made on public transport will need to be supported by travel tickets.

If you fail to respond when selected for checking, cannot substantiate a claim or have made an excessive claim you will automatically be selected for inclusion in the next verification sample.

*Continued failure to prove claims may result in your removal from the scheme and you may be required to repay the benefits arising from the allowances you have already received. !*





## Salary Sacrifice

In accordance with your contract of employment, Pin Point will process the travel and subsistence benefits to which you are entitled to claim, through a salary sacrifice arrangement.

Your total earnings will be calculated based upon the agreed hourly rate paid and the number of hours you have worked.


Your travel and subsistence entitlement will be deducted from the gross earnings through the operation of the salary sacrifice mechanism. As travel and subsistence allowances are not subject to taxation, this means that you will benefit as the proportion of your pay which is subject to taxation is lower.

Please note that Pin Point is unable to apply a salary sacrifice deduction for those travel and subsistence sums claimed which will reduce your hourly taxable rate of pay below the current level of the national minimum wage.

Your pay slip will continue to provide you with information as to the pre-salary sacrifice level of weekly earnings.



If you decide that you do not wish to enter into a salary sacrifice arrangement, then you may opt out at any time in the first four weeks of your employment by completing an 'opt out' form which is available from your consultant. Further opportunities to opt out are available after 10 months of employment and thereafter on an annual basis. If there was to be a major change in your life such as a bereavement, pregnancy, divorce or other similar event, it is recommended that you consider how the salary sacrifice impacts upon the changes in your life. In the event of a major event happening in your life you are free to opt out of the salary sacrifice arrangement, if you choose to do so.

*The salary sacrifice process will not reduce your taxable earnings below the current National Minimum Wage rate.* 





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*Continued failure to prove claims may result in your removal from the scheme and you may be required to repay the benefits arising from the allowances you have already received. !*







## Questions and Answers

### How does the scheme work?

If you qualify for the scheme through your level of weekly earnings and you decided to become a member of the scheme, you will sacrifice some of your gross taxable pay in return for travel and subsistence allowances. As the taxable element of your pay is lower, you benefit from tax relief and National Insurance savings on the allowances claimed and have a higher take home pay than for a worker for whom the travel and subsistence allowances have not been claimed.

### Who qualifies for the scheme?

The scheme is open to all flexible employees. You must be mobile and flexible in the location of the assignments. You will not be eligible for the scheme if you do not pay tax or national insurance. Whilst you may not be eligible for the scheme at any given time, you may become eligible when your circumstances change. Pin Point will continually be assessing your eligibility to travel and subsistence benefits. You will automatically be removed from the scheme if you work on one assignment continuously for in excess of 24 months from the date when you joined the scheme.

### How do I join the scheme?

Please request a scheme joining form from your consultant if you wish to join the scheme.

### What if I decide that I do not wish to be a member of the travel and subsistence scheme?

If you decide that you no longer wish to participate in the scheme, then you may opt out of the scheme at any time during the first four weeks of your employment by calling into your local Pin Point office and completing an opt out form.

There will be a further opportunity to opt out of the scheme after 10 months of employment via the same process. After this, you agree to remain in the scheme for a renewable period of 12 months or until your employment with the company terminates. Similarly, if you wish to opt back into the scheme, you must wait 12 months from the period that you decided to opt out.

*In the event that you have a major change in your life such as a redundancy, bereavement, pregnancy, divorce or other major event, Pin Point recommends that you consider how your benefits from the allowances may be affected. In the event of a major event happening in your life you are free to withdraw from the scheme upon request.* !





## Questions and Answers (continued)

### **Does the scheme cost me anything?**

Pin Point guarantees to all flexible employees that their pay will never reduce in any week whilst being a member of the scheme. In order to cover the administrative costs of operating the scheme, there is a difference between the reduction in your notional gross pay and the allowances paid to cover the various costs incurred in the operation of the scheme. Check your payslip to see the amount the scheme has benefited you on a weekly and cumulative basis during the tax year.

### **Does participation in the scheme affect my holiday entitlements?**

No, being a participant in the scheme does not affect your holiday entitlement. You are engaged under a contract of employment and accrue holiday entitlement in accordance with the terms of your contract of employment.

### **Will the operation of the travel and subsistence scheme have any effect upon the National Minimum Wage?**

No, it is a requirement of the operation of a bona fide salary sacrifice scheme that the level of the national minimum wage is maintained after the salary sacrifice process. If you do not earn enough in a week to receive the full benefit of the travel and subsistence scheme because the National Minimum Wage requirement your unused allowance will be carried forward to a week in which your earnings are high enough to benefit from membership of the scheme.

### **Will participation in the travel and subsistence scheme affect my personal finances?**

Participation in the scheme should have a positive impact upon your personal finances through an increase in take home pay. When applying for a loan, salary sacrifice schemes are well known to most finance providers and additionally your payslip will continue to make reference to your pre-sacrifice gross pay which most lenders use in funding calculations.

### **Will my right to receive statutory benefits be affected by the travel and subsistence scheme?**

Participation in the scheme means that your gross taxable pay is lower and you will pay lower taxation and national insurance. As a result of this, your entitlement some benefits will increase eg. Working Tax Credits and your entitlement to some benefits will reduce eg. Second state pension. The scheme will not take your earnings below the current earnings threshold therefore you will still have access to state benefits.

### **What happens if I leave Pin Point Recruitment?**

The benefits of the scheme are only available to all flexible employees of Pin Point Recruitment. If you leave Pin Point Recruitment's employment, this benefit is no longer available to you.

### **Where can I find out more information?**

We have tried to provide as much information as possible within this document but if you require any further information concerning the Pin Point Travel and Subsistence scheme please direct your initial enquiry to your Pin Point consultant.





# Public Transport Claim Form

Please complete and return to your consultant in line with your normal payroll deadline.

**Flexible Employee Name**

**Client**

**Week Worked**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Amount Claimed</b>							
<b>Supporting Travel Receipts Attached</b> YES (Y) / NO (N)							

**Declaration:** I declare that the above claim is only for the cost of public transport to and from the temporary workplace on the actual day of the temporary assignment. I confirm that I have spent a minimum of 5 hours away from home in the completion of this assignment.

**Flexible Employee Signature**





# Travel and Subsistence Employee Joining Form

**I confirm that I have received** a detailed presentation as to the operation of the Pin Point Recruitment Travel and Subsistence Salary Sacrifice Scheme and that I have been provided with a copy of the Flexible Employee Handbook.

*On the basis of the information provided:*

**I would** like to become a member of the travel and subsistence scheme

**I would not** like to become a member of the travel and subsistence scheme

I am aware of my contractual rights to alter this decision if my circumstances were to change.

## Flexible Employee

Signed

.....

Employee Name

.....

## Pin Point Consultant

Signed

.....

Date

.....





# Travel and Subsistence Claim Form

Please complete and return to your consultant in line with your normal payroll deadline.

**Flexible Employee Name**

**Client**

**Week Worked**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Subsistence Claimed</b> YES (Y) / NO (N)							
<b>Mode of Transport</b> C - Own Car M - Motorbike B - Bicycle							
<b>Journey Distance</b> Return travel from Home to Work (in miles) <i>If you use public transport enter N/A</i>							
<b>Start Time of Journey to Work</b>							
<b>End of Journey Time from Work</b>							

**Declaration:** I declare that the above hours are correct. I declare that for each day subsistence is claimed that I have incurred a cost for both food and drink purchased whilst away from home on that day and that I have spent a minimum of 5 hours away from home or if I have worked 9 hours or more on one day that I have spent a minimum of 10 hours away from home. I declare that any travel costs I have claimed have been incurred for travel to and from the temporary workplace exclusively. I do not expect to be assigned to my current place of work for in excess of 24 months. I expect to commence a new assignment, whilst remaining employed by Pin Point Recruitment, upon the completion of this assignment.

**Flexible Employee Signature**

