



*The Royal Society
of Edinburgh*

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Business Travel Guidance

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1) **Introduction**

This note sets out the RSE policy, procedures and general guidance relating to its duty of care to its employees, Fellows and others travelling for the purposes of undertaking activities on behalf of the RSE.

The policy and procedures do not apply to travel by employees to and from home and their normal work place¹ for the purposes of fulfilling their normal working hours², but the general guidance provided is equally applicable to such travel, and employees are encouraged to adopt it.

2) **The Policy**

The RSE will take all reasonable measures to ensure that all employees, Fellows and others travelling for the purposes of undertaking activities on its behalf do so in a way which recognises the health and safety of the individual, and any statutory obligations or risks on the individual or the RSE

3) **Procedures**

Mode of Travel

The mode used should normally be in accordance with the current travel / expense rates and rules applied by the RSE, unless different rates / rules have previously been approved by the Director of Finance. Where the rates and rules are unclear in relation to a particular mode of travel, or individuals wish to adopt a mode which will incur costs beyond the current rates / rules, advice and approval should be sought from the Director of Finance **before any travel arrangements are confirmed.**

Incurring costs which go beyond the current rates / rules will be acceptable if reasonably justified by the health and safety impact on the traveller, for example, an individual having to be back at RSE or elsewhere at a particular time, or the distance to be travelled by an individual following a lengthy period of time worked or already travelled.

Flying

- a) Business class travel is allowed for journeys which involve 8 hours or more consecutive travel time and the time zone difference between start and final destination airports is + / - 3 or more hours.
- b) Premium economy class (or equivalent) travel is allowed for consecutive travel time journeys of less than 8 hours and the time zone difference between start and final destination airports is + / - 3 or more hours.
- c) Economy class travel should be used for all other journeys.

¹ 22-26 George Street, Edinburgh

² As set out in an employee's Contract of Employment

d) In exceptional circumstances and with the prior approval of the Director of Finance, categories b) and c) above may be upgraded to the next class if there are justifiable reasons, for example, the health and safety impact on the traveller due to the flight times and / or in relation to the period of time between the individual working and his/ her flight.

First class travel is not permitted on any flight.

Travelling by Motor Vehicle

Where a motor vehicle is used, any expenses claimed in relation to it will only be met if the expenses claim form is supported by confirmation of the insurance (see below) cover in place, a valid driving licence, and MOT certification. **Claimants are personally responsible for ensuring they have a valid driving licence & MOT along with appropriate insurance.** Expenses will not be reimbursed if a completed form is not submitted.

The RSE insurance policy provides public liability cover, but in the case of accident the first liability is the individual's own policy. Most motor vehicle policies cover only social domestic and pleasure purposes. In the case of staff, an individual must therefore check that the policy covers occasional business use. If it does not, the RSE will reimburse reasonable costs incurred in obtaining such cover, but this must be approved by RSE Finance prior to any additional cover being obtained.

In the case of Fellows and others, additional cover for occasional business use is not mandatory as travel to undertake activities on behalf of the RSE is considered to be voluntary work, which should not normally require additional cover to be obtained. However, an individual must inform his / her insurer that the vehicle may be used for this purpose, and should the insurer require that he / she take out additional cover, the RSE will reimburse reasonable costs incurred in obtaining such cover, but this must be approved by RSE Finance prior to any additional cover being obtained.

General Travel Insurance

The RSE insurance policy provides individuals with general travel insurance cover for when they are travelling on RSE business. Details of this can be obtained from the Finance Team.

4) General Guidance

Communicating with RSE and Home

When travelling ensure others know your itinerary and have details of how you can be contacted if required.

Security and Health

Make sure you are fit and well to travel. If you are not, do not travel and inform whoever needs to know, or ask someone else to do so your behalf.

Take appropriate breaks between points of travel. Travelling when not properly rested makes you more susceptible to accidents or other mishaps

Do not use your mobile phone when driving. It is against the law to do so.

Do not drink before driving.

Safeguard your personal possessions and any workplace equipment and documents. These will be particularly vulnerable when using public transport, when left in hotel rooms, or left in parked vehicles.

When travelling overseas, check the Foreign and Commonwealth Office Travel Advice for the destination (www.fco.gov.uk). Any advice provided by the FCO about local security and / or health related matters should be heeded.

Check List

Assess your risk. Use this to do so before you travel

Am I fit for travel?	
Am I using the most effective mode of travel?	
Am I insured?	
Do others know my itinerary / whereabouts?	
Have I taken steps to safeguard possessions and equipment etc?	
Have I sought Foreign and Commonwealth Office? (if travelling overseas)	