

JDR.
Just Dynamic Recruitment
Travel and Subsistence Policy
Northern Ireland Civil Service assignments

Policy owner	JDR Recruitment
Applies to	JDR agency workers assigned to NICS, where relevant to their duties
Version	1.0
Effective date	5 th October
Review	Annual, or sooner following a material contractual or NICS policy change

Policy at a glance

JDR will reimburse only reasonable additional costs necessarily incurred on authorised official business. Ordinary commuting is not normally reimbursable. Workers must obtain approval before booking or spending, use the most efficient and economic option, comply with NICS booking and rate rules, and provide accurate evidence-supported claims.

1. Purpose

This policy provides one practical framework for travel and subsistence undertaken by JDR agency workers on NICS assignments. It reflects the core controls in the NICS Travel and Subsistence suite without reproducing provisions designed solely for permanent Civil Servants, long-term overseas postings, permanent transfers or other specialist employment arrangements.

It covers official travel, approval, booking, expenses, private and official vehicles, mileage, accommodation, meals, safe driving, and exceptional costs. It does not create an automatic entitlement to payment. Eligibility depends on the assignment, prior to NICS approval and the applicable contractual and tax treatment.

2. Scope and precedence

This policy applies where a worker is required to travel in the performance of an authorised NICS assignment. It applies to travel within Northern Ireland and, when authorised, to travel elsewhere.

A worker must also follow any assignment-specific instruction issued by the relevant NICS Department. Where a Departmental rule is more detailed or stringent, that rule takes precedence. Questions about eligibility, booking, rates, or the correct claim route must be resolved with the NICS assignment manager and JDR before expenditure is incurred.

3. Definitions

Term	Meaning
Official travel	Travel necessarily undertaken to carry out authorised duties.
Permanent workplace	The place the worker regularly attends to perform the assignment, as notified by JDR/NICS.
Temporary workplace / detached duty	A location attended temporarily for official duties, subject to NICS and HMRC rules.
Ordinary commuting	Travel between home and the permanent workplace; normally the worker's own expense.
Authorising officer	The NICS manager or other authorised person who approves travel and/or certifies a claim.
Additional expense	A cost over and above the worker's normal personal expenditure, actually and necessarily incurred.

4. Core principles

- No additional cost, no reimbursement: payment is not appropriate where no additional expense has been incurred.
- Necessity and prior approval: travel must be required for official duties and approved before commitments are made, except in a genuine emergency.
- Efficiency and value for money: consider remote alternatives, public transport, advance booking, reduced fares, journey time, subsistence, accessibility, safety, sustainability and work-life balance.
- No personal advantage: rewards, points, vouchers or similar benefits arising from official travel must not be retained for private use where NICS rules require them to be used for future official travel.
- Evidence and accountability: public money must be used properly; claims must be accurate, reasonable, auditable and supported by receipts where required.

5. Approval and booking

- Obtain the NICS assignment manager's approval before travelling, booking accommodation, using a private vehicle, hiring a vehicle, taking a taxi or incurring unusual expenditure.
- Use the Department's nominated travel desk, booking system or supplier for air, sea, rail and hotel arrangements where instructed. Book as early as practicable.
- Use the class and type of travel authorised by NICS. Upgrades, lounge access and premium options require specific prior approval.
- Taxis are exceptional and must be justified by the absence of suitable alternatives, a genuine safety/accessibility need, the necessary carriage of heavy equipment or a material saving of official time.
- A worker who incurs a cost without approval risks all or part of the claim being refused.

6. Travel methods

6.1 Public transport, air and sea

Public transport should be used where it is appropriate and cost-effective. Receipts or tickets must be retained. Air, sea and rail travel between jurisdictions must be approved and booked through the

Departmental route. Incidental costs such as necessary seat reservations, overnight cabins, parking, tolls or ferries may be reimbursed only where authorised and evidenced.

6.2 Private vehicles

A private car, van, motorcycle or bicycle may be used only where NICS has accepted it as appropriate for the journey. Before any work-related driving, the worker must provide evidence requested by JDR or NICS and ensure throughout that:

- their driving license is valid and appropriate for the vehicle;
- the vehicle is roadworthy, taxed and has a valid MOT/DVA test certificate where required;
- motor insurance expressly covers the worker for business use for the journey, including use in the Republic of Ireland where relevant;
- named-driver cover, where applicable, permits the named driver's own business use; and
- any official equipment carried does not invalidate insurance cover.

The worker must immediately notify JDR and the NICS manager if their license is suspended or revoked, insurance ceases or changes; the vehicle becomes unroadworthy, or a medical or other condition affects fitness to drive.

6.3 Hire and official vehicles

Hire vehicles require prior Departmental approval and insurance for use on NICS business. Hire and running costs may be met only through the approved arrangement; private-vehicle mileage must not also be claimed. Workers using official or fleet vehicles must hold the correct license, complete any required checks, use the vehicle only as authorised and report faults promptly.

6.4 Cycling

Workers using a private or public-hire bicycle for official travel must obtain approval, follow the Highway Code rules for cyclists, use a roadworthy bicycle and comply with any Departmental risk controls.

7. Mileage and commuting

- Ordinary commuting between home and the permanent workplace is the worker's responsibility and is not normally reimbursable.
- Mileage is payable only for an authorised official journey using an eligible vehicle and where the required insurance and vehicle evidence is in place.
- The applicable NICS rate, including any standard or public-transport rate, will be confirmed for the journey; rates are not reproduced in this policy because they may change.
- Where a journey starts or ends at home, entitlement will normally be limited by the NICS "lesser of" rule: the lower of home-to-place-visited mileage or permanent-workplace-to-place-visited mileage, using the shortest practical route.
- Parking, toll and ferry costs are claimable only where authorised, necessarily incurred and supported by receipts. Fines, penalties, clamping charges and costs caused by a worker's traffic offence are not reimbursable.
- Exceptional home-to-work costs, transport disruption, additional attendance or late working require express NICS approval and may be taxable.

8. Accommodation and subsistence

Subsistence is intended only to meet reasonable additional costs of being away from home or the permanent workplace on authorised duty. Alcohol is never reimbursable.

- Hotels or other accommodation must be necessary, approved, and booked through the Departmental travel route. Any cost above the approved ceiling requires prior written approval.
- Day subsistence is based on actual receipted expenditure up to the applicable NICS ceiling. Under the current NICS framework, eligibility normally requires an absence of more than 5 hours or more than 10 hours, travel more than 5 miles from the duty workplace, and the necessary purchase of a meal at greater cost than at the permanent workplace.

- No claim may be made for a meal or accommodation already provided, paid by another party, taken home, or otherwise not additionally incurred.
- Overnight subsistence and personal/incidental allowances apply only where the NICS eligibility conditions are met. Long or repeated detached-duty arrangements must be referred to JDR and NICS for specific confirmation.
- Reasonable adjustments and accessibility needs should be raised before booking. An appropriate adjustment may take precedence over the lowest headline cost, subject to approval.
- Overseas travel extended detached duty; residential training and accommodation beyond ordinary short business travel require case-specific written instructions from NICS.

9. Driving safely for work

Safety takes priority over cost or timetable. A worker must not undertake a journey if it cannot be completed safely.

- Comply with road traffic law and the Highway Code, wear seatbelts and observe speed limits.
- Do not drive when unduly tired or unfit because of illness, injury, alcohol, illegal drugs, prescription/over-the-counter medication, or medical advice.
- Plan reasonable journey times and breaks. NICS managers must not impose unreasonable time or distance demands or require travel contrary to serious adverse weather advice.
- Do not use a hand-held or hands-free phone, similar interactive device or two-way radio while driving on official business. Use voicemail and stop in a safe, legal place before using a device.
- Immediately report any collision, near miss, vehicle damage or safety incident occurring during official travel to the NICS manager and JDR. Follow police, insurer and Departmental reporting requirements; do not admit liability on behalf of JDR or NICS.

10. Making a claim

The worker must use the claim method communicated for the assignment. The NICS authorising officer confirms business necessity and entitlement; JDR will process or coordinate the claim only through the agreed contractual route.

- Submit full journey details: date, purpose, start and destination, times, method, mileage where relevant and the amount claimed.
- Attach itemised receipts, tickets or other evidence. If a receipt is unavailable, provide a written explanation; payment remains subject to approval.
- For frequent official travel, submit claims monthly. For occasional travel, submit at least every three months, unless the assignment requires an earlier deadline.
- Identify any meal, accommodation, travel, or other items provided free of charge or paid by another party.
- Do not split, duplicate, inflate, alter or knowingly misclassify expenditure. Correct any errors promptly.
- Unusual or exceptional expenditure needs prior approval and a written justification. Late claims may be refused unless there is an acceptable written reason.

11. Exceptional and specialist costs

The following are not standard entitlements under this policy. They must be raised with JDR and the NICS Department before any cost is incurred: additional care costs caused by required attendance outside the normal work pattern; private telephone or data costs; loss of or damage to personal property; legal representation; removals or permanent relocation; overseas postings; extended accommodation; recalled leave; and other exceptional expenditure.

Where NICS confirms that a specialist provision applies to an agency worker, the Department's specific eligibility, evidence, approval, tax and payment rules will apply. JDR will not promise payment or mirror a Civil Service employment benefit unless this has been contractually confirmed in writing.

12. Responsibilities

12.1 Workers

- Seek approval and clarification before committing expenditure;
- Select the approved economical option and safeguard public funds;
- Maintain valid license, vehicle and insurance evidence where driving;
- Travel safely and report relevant changes, collisions and incidents; and
- Submit prompt, complete, and honest claims.

12.2 NICS assignment managers / authorising officers

- Confirm that travel is necessary and approve the method, booking and exceptional items;
- Confirm the applicable eligibility, rates, limits and claim route;
- Check that travel occurred and costs were actually and necessarily incurred;
- Ensure the arrangement minimises total cost while addressing safety and reasonable adjustments; and
- Notify JDR of relevant travel requirements, incidents, or suspected irregularities.

12.3 JDR Recruitment

- Communicate this policy and assignment-specific instructions;
- Obtain and record driving documentation where required by the contract;
- Coordinate approved claims through the agreed process;
- Handle sensitive information appropriately and liaise with NICS; and
- Investigate concerns fairly and retain appropriate audit records.

13. Non-compliance and recovery

Incorrect claims may be rejected or recovered. Deliberately false, misleading or duplicated claims; driving without the required license or business insurance; unsafe driving; or misuse of official travel arrangements may result in removal from the assignment, disciplinary or contractual action as applicable, and referral to NICS, an insurer or the appropriate authority. JDR will distinguish an honest error from deliberate wrongdoing and will follow a fair process.

14. Equality, privacy and records

This policy will be applied fairly. Accessibility needs and reasonable adjustments will be considered when choosing travel arrangements. License, insurance, health, claim and incident information will be handled in accordance with UK GDPR, the Data Protection Act 2018, contractual requirements and JDR retention controls, and shared only where there is a lawful and necessary reason.

15. Queries

Before travelling or spending, contact the NICS assignment manager and JDR if anything is unclear. Where there is uncertainty, do not assume that the cost is reimbursable.

Appendix A - NICS source coverage and applicability

This appendix records how the supplied NICS documents have been treated. It is a scope and governance aid, not a substitute for current NICS Departmental instructions.

NICS document	Treatment	JDR policy position
9.01 General Guidance and FAQs	Core controls incorporated	Principles, claims, transport, insurance, mileage, commuting, accommodation and subsistence are covered in sections 3-10.

9.07 Driving For/At Work	Core controls incorporated	License, roadworthiness, insurance, fitness, safe planning, incidents and cycling are covered in sections 6 and 9.
9.21 Mobile Phones	Relevant driving rule incorporated	Both hand-held and hands-free business use while driving is prohibited in section 9. Device funding/private use is assignment specific.
9.22 Additional Care Costs	Specialist - not automatic	Escalation and written confirmation are required under section 11; no JDR entitlement is created.
9.20 Private-residence calls	Specialist - not automatic	Only assignment-specific approved business costs are considered under section 11.
9.18 Personal Property	Specialist - not automatic	Reporting/consideration is preserved under section 11; no blanket compensation promise is made.
9.09 Legal Representation	Outside routine T&S scope	Civil Service representation arrangements are not reproduced; refer any case to JDR/NICS.
9.05 Overseas Postings	Outside routine assignment scope	Short official overseas travel is controlled by sections 5 and 8; postings require separate written NICS terms.
9.06 Removals	Outside routine assignment scope	Permanent transfer/removal benefits are not reproduced and require separate written terms.

Appendix B - Worker acknowledgement

I confirm that I have received and understood the JDR Travel and Subsistence Policy. I understand that official travel and expenditure require authorisation, that ordinary commuting is not normally reimbursable, and that I must comply with applicable NICS Departmental instructions.

Worker name: _____

Signature: _____

Date: _____

Assignment / Department: _____

Document Control:

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Approved By:	Emma Irvine
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