

**CEL 34 (2012)**

7 August 2012

---

Dear Colleague

## REIMBURSEMENT OF TRAVEL COSTS

### Summary

1. This letter provides advance notice of a change to the system for reimbursing Agenda for Change staff for work based travel costs. The new system has been agreed by the NHS Staff Council and will come into operation on 1 July 2013.
2. The new system is based on a simpler, standard rates of reimbursement linked to independent information on motoring costs published by the Automobile Association (AA). The rate will be reviewed twice yearly and will thus be responsive to changing motoring costs.

### Action

3. There is no need for NHS Boards to take specific action at this time. However, employers may wish to alert staff to the upcoming change and direct them to the guidance to be found in the 'Current Work Streams' section of the Management Steering Group (MSG) website at:  
[www.msg.scot.nhs.uk/index.php/pay/agenda-for-change/current-work-streams](http://www.msg.scot.nhs.uk/index.php/pay/agenda-for-change/current-work-streams).
4. This Chief Executive Letter (CEL) can be obtained on line at [www.sehd.scot.nhs.uk](http://www.sehd.scot.nhs.uk).

Yours sincerely

**Shirley Rogers**  
Deputy Director of Health Workforce

### Addressees

#### For action

Chief Executives, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)  
Directors of Finance, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)  
Directors of Human Resources, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

#### For information

Members, Scottish Partnership Forum  
Members, Scottish Terms and Conditions Committee  
Members, Scottish Workforce and Governance Committee

---

### Enquires to:

Colin Cowie  
Scottish Government Health Directorates  
Health Workforce and Performance  
Ground Floor Rear  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 0131-244 3778  
Fax: 0131-244 2837

E-mail:  
[colin.cowie@scotland.gsi.gov.uk](mailto:colin.cowie@scotland.gsi.gov.uk)

---