

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## Travel and Subsistence

### FACT SHEETS

#### [Mileage VAT Receipts](#)

Information on correct VAT requirements and frequently asked questions.

#### [Rental Vehicles FAQ](#)

Information on the rental vehicle process.

#### [Pool Vehicles](#)

Information on the locations and process to book a pool vehicle.

#### [International Travel](#)

Information on the process for booking international travel including insurance, emergency assistance and currency.

#### [Internal Audit Update – June 2016](#)

An overview of issues identified during a cross-service audit and related guidance

### FORMS

#### [Excess Mileage Allowance Form](#)

Form to be completed for approval to receive the excess mileage allowance.