

# EXCESS TRAVEL ARRANGEMENTS TRANSFERRED EMPLOYEES – REIMBURSEMENT OF ALLOWANCES

## GUIDANCE ARRANGEMENTS

All employees who are transferred or relocated to a new workplace are entitled to be reimbursed additional excess travel costs incurred by them in travelling to and from their new workplace.

Reimbursement for excess travel costs can only be claimed if employees are relocated to a new workplace as a result of reorganisation of Services or work arrangements or by other circumstances beyond an employee's control and not referred to in their terms and conditions of employment.

It does not apply if you have been appointed to a promoted job nor does it apply if you have applied for and been appointed to a similar or lower graded job.

The Council shall, in all cases, be satisfied that the expenditure which an employee incurs in connection with the transfer is necessary expenditure and has been approved in advance.

This guidance and procedure apply to all employees of the Council.

## Application Process

The following arrangements shall apply:

An employee incurring additional travelling expenses to be paid an allowance equal to the difference between the cost of travelling:

- (i) from home to the new place of work, and
- (ii) from home to the old place of work.

Such allowances to be reimbursed for a period of four years and based on either:-

- Second-class train and/or bus fares; or
- Mileage allowance payable at 25p per mile at the difference between (i) and (ii) above.

*Example*      (i) Home to new place of work – Dundee to Pitlochry = 40 miles  
                    (ii) Home to old place of work – Dundee to Perth = 20 miles  
                    Difference of 20 miles one way would claim 40 miles return @25p per  
                    mile = £10.00

Claims for excess travel costs should be entered onto the appropriate claim form and approved by line manager and should be accompanied by valid VAT receipts. Claim forms for the different staff groups can be found [here](#).

## **General**

- Approval for reimbursement of excess travel costs to be sought in advance.
- Claims must be greater than £2.91 per week.
- Reimbursement is taxable.
- For car users, the amount of mileage claimed should be home to current work mileage minus their home to previous work mileage, and not the total mileage covered. (see [examples of excess travel](#))
- Home to place of work mileage does not form part of the cumulative mileage for business purposes.
- Excess travel costs incurred can only be claimed where the employee has actually attended work that day and no claims can be made for periods of absence eg annual leave, sick leave, etc.
- Valid VAT receipts should be submitted in support of all travel claimed and all claims should be reasonable and accurate.
- The new work location will become the employee's normal place of work.
- If you participate in the Car Lease Scheme, you will be reimbursed additional mileage incurred at the appropriate mileage rate.
- The maximum period for which you will be reimbursed is four years or until there is a change in circumstances.
- Any change to circumstances will be reviewed by manager and discussed with the employee and new terms may be agreed.
- If an employee applies for and secures a new post or is promoted the reimbursement of excess travel costs should cease with effect from the date of the change in circumstances.
- If within the four-year period the employee is relocated again and additional excess costs are still incurred, a new arrangement should commence from the date the employee relocates to the new work location for a period of 4 years.

## **Guidance**

Further guidance is available [here](#).

## **Review**

The guidance will be monitored and reviewed on a regular basis to ensure it continues to meet the needs of the Council and to ensure compliance with relevant legislation.