

Examples of Excess Travel Arrangements

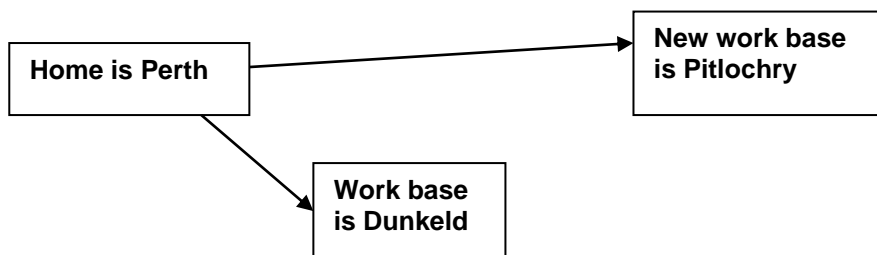
The scenarios below do not fit all and each case may differ and Line Managers should use the list below for example purposes only.

Example 1

Employee's home is Perth and work base is Dunkeld and is relocated to new work base Pitlochry.

- (i) Home to new place of work – Perth to Pitlochry = 52 miles return
- (ii) Home to old place of work – Perth to Dunkeld = 28 miles return

Additional mileage of 24 miles return excess travel @25p per mile = £6.00



Example 2

Employee lives in Auchterarder and work base is Perth and is relocated to new work base in Crieff.

- (i) Home to new place of work – Auchterarder to Crieff = 20 miles return
- (ii) Home to old place of work – Auchterarder to Perth = 30 miles return

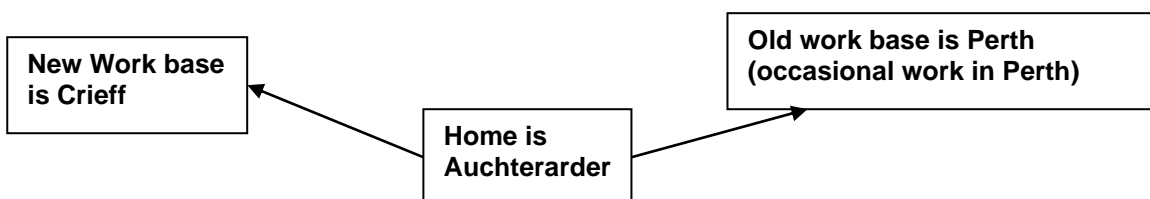
As the new work base has reduced the travel costs of the employee and no additional expense was incurred **“No excess travel applied”**

On a number of occasions, employee requested to work in Perth

Employee reimbursed business travel based on current business mileage rates.

- (i) Auchterarder to Perth = 15 miles
- (ii) Crieff to Perth = 18 miles

Employee will be reimbursed 15 miles for one way journey and 30 miles for return journey based on the lesser mileage rule.

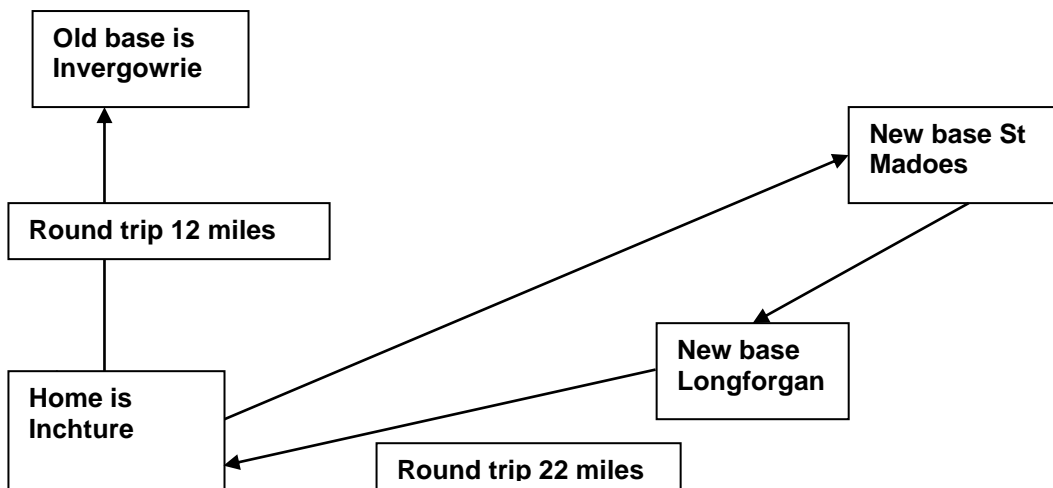


Example 3

Employee's home is Inchtute and work base is Invergowrie and employee is relocated to new work base in St Madoes in the morning and Longforgan in the afternoon.

- (i) Home to new place of work = 22 miles return
- (ii) Home to old place of work = 12 miles return

Additional mileage of 10 miles return excess travel @25p per mile = £2.50



Example 4

Employee's home is Blairgowrie and work base is Blairgowrie and is relocated to new work base in Stanley.

- (i) Home to new place of work = 20 miles return
- (ii) Home to old place of work = 2 miles return

Additional mileage of 18 miles return excess travel @25p per mile =£4.50

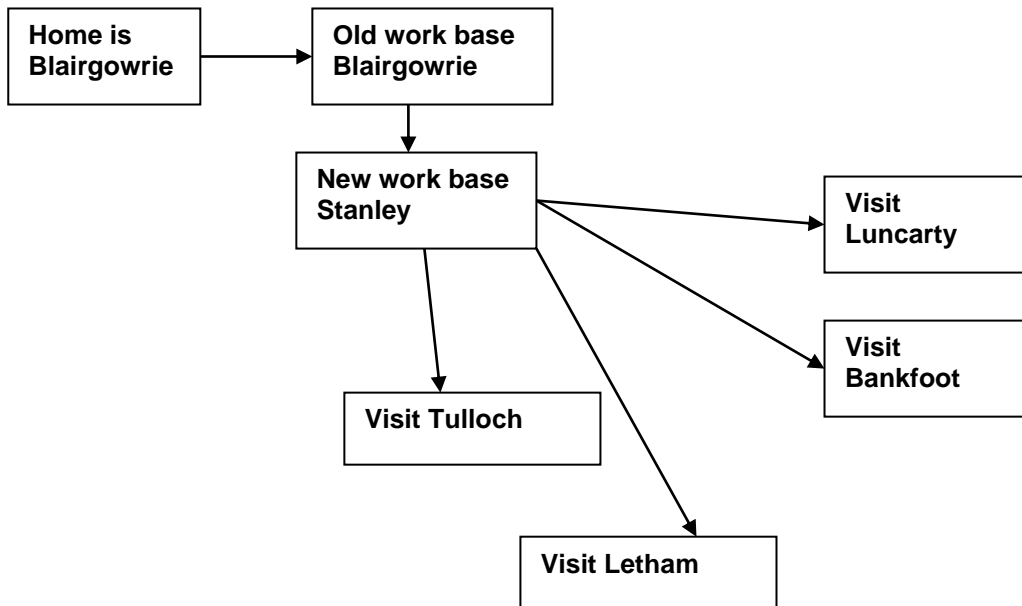
Employee visits other work locations and travels to Tulloch and Letham (both in Perth), also Bankfoot and Luncarty.

On the days the employee visits another location, they should claim excess travel from Blairgowrie to Stanley which is 18 miles return journey @ 25p per mile and also claim the additional mileage travelled to the other work location at appropriate business mileage rate (eg Stanley to Tulloch = 14 miles return journey).

Mileage:

Blairgowrie to Stanley = 20 miles return
Stanley to Luncarty = 6 miles return
Stanley to Bankfoot = 8 miles return
Stanley to Tulloch = 14 miles return

Stanley to Letham = 16 miles return



Example 5

Employee's home is Perth and work base is Scone and is relocated to new work base in Blairgowrie.

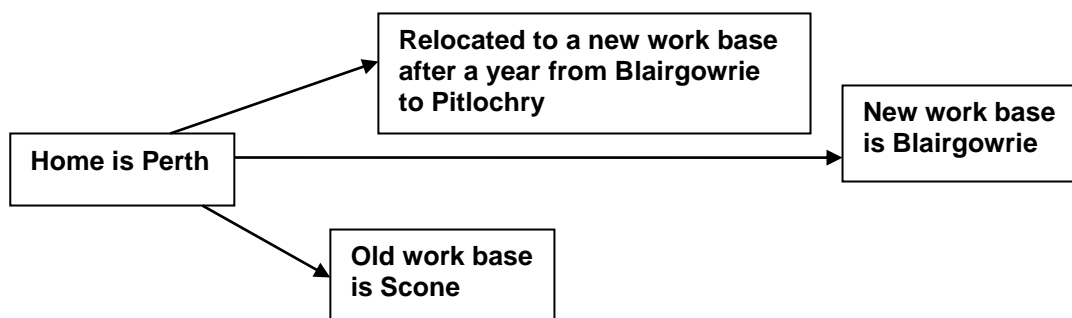
- (i) Home to new place of work – Perth to Blairgowrie = 32 miles return
- (ii) Home to old place of work – Perth to Scone = 4 miles return

Difference of 28 miles return @25p per mile = £7.00

Employee still lives in Perth and has now been relocated to Pitlochry from Blairgowrie after one year

- (i) Home to new place of work – Perth to Pitlochry = 56 miles return
- (ii) Home to original place of work – Perth to Scone = 4 miles return

Difference of 52 miles return @25p per mile = £13.00



Excess travel costs apply from the date the employee commences work at the new work location and will apply for a 4-year period. However, if within the 4-year period the employee is relocated again as in example 5 and additional travel costs are still incurred, a new arrangement covering the excess costs should commence from the date the employee relocates to the new work location for a period of 4 years.

In example 5, the employee began a four-year period of excess travel costs when relocated to Blairgowrie and after a year was relocated again which meant the first period ended and a new period began for four years from the date the employee commenced work at Pitlochry.

Information can be found [here](#).