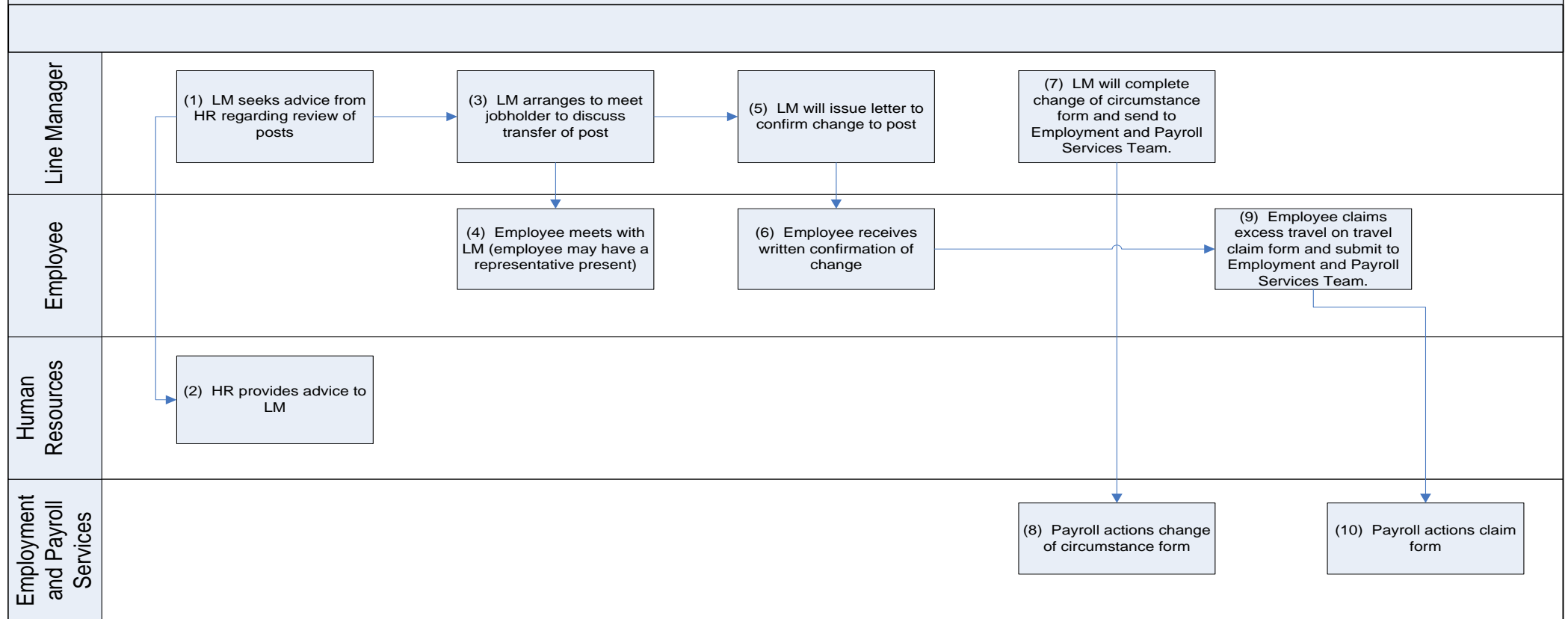


## Excess Travel Process



| Ref | Narrative   |
|-----|---|
| 1   | LM arranges meeting with jobholder to discuss changes to post   |
| 2   | Meeting held between LM, Jobholder, and if requested the Jobholders representative  |
| 3   | LM and Jobholder will discuss and agree changes. LM should inform Jobholder of the change to work location and confirm entitlement to excess travel costs |
| 4   | LM will complete the change of circumstances form ensuring the sections on excess mileage is completed and send to Employment and Payroll Services Team   |
| 5   | Employment and Payroll Services Team will receive change of circumstances form and will note the changes  |
| 6   | Employee should claim excess travel costs on travel & subsistence claim form in hard copy and submit to Employment and Payroll Services Team              |
| 7   | If employee is relocated within the four year period and additional travel costs are still incurred LM should begin the above process again               |

