

## **TRAVEL ALLOWANCE GUIDANCE – OCTOBER 2013**

### **1.0 INTRODUCTION**

- 1.1 This guidance sets out the options for employees undertaking business travel on behalf of the Council and the arrangements for reimbursement of travel expenditure necessarily incurred in carrying out their official duties.
- 1.2 Wherever practical, journeys should be kept to a minimum. Before undertaking a business journey employees should consider whether the journey is absolutely necessary i.e. could the business be undertaken in some other way e.g. by phone, e-mail, video conferencing, etc. Employees should also consider travelling to meetings together, appointments being arranged on the way to or from work, making use of public transport wherever possible, or using pool cars. In addition to benefiting the environment, these measures increase efficiency and reduce costs for the Council.

### **2.0 GENERAL PRINCIPLES**

- 2.1 Employees are responsible for their own travel costs generated by their normal home to work and work to home journey each day. A claim can only be made where miles/expenses are incurred in excess of these normal travel costs.
- 2.2 Employees making claims should ensure that they include a VAT receipt for their fuel as well as actual receipts in respect of any expenses claimed. The record should be fully completed and show the particulars of the journey and mileage and the normal home to work mileage.
- 2.3 Reimbursement will only be made for receipted expenditure, which has been necessarily incurred by the employee whilst undertaking official duties. To satisfy HMRC requirements, expenditure reimbursed must be “wholly, exclusively and necessarily” incurred on official Council business.
- 2.4 Any expenses not claimed within two months may be forfeited unless authorised by the relevant Head of Services. These should only be approved by the Chief Officer in exceptional circumstances.
- 2.5 The employee is responsible for any parking or speeding fines incurred even if this is while undertaking their official duties.

### **3.0 APPROVED BUSINESS TRAVEL**

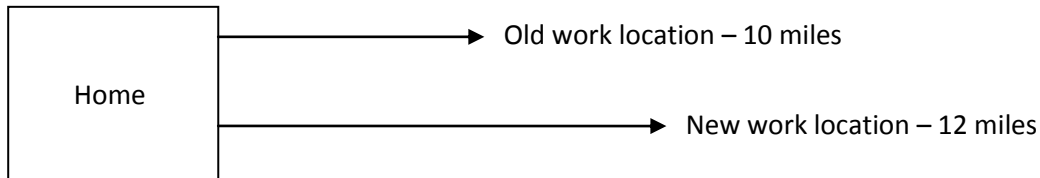
- 3.1 Employees who are required to use their own vehicle for business purposes in the course of normal working must have their vehicle correctly insured for business use and will be required to submit a copy of their insurance certificate to Payroll, annually.
- 3.2 Employees who are authorised to use their own vehicle for business purposes in the course of normal working (within the boundaries of Lothian i.e. the boundary of the former Lothian Regional Council) will be able to claim the appropriate mileage rate as detailed in Appendix 1.
- 3.3 The use of bicycles for business travel is subject to management discretion for individual journeys. The bicycle journey must be practical and be under 10 miles, and not during adverse weather conditions. Where authorisation is not given on the use of a bicycle for business travel, the most appropriate alternative mode of transport should be used.
- 3.4 Employees who have taken a bike through a salary sacrifice scheme are not entitled to claim bicycle mileage as they are already benefiting from a tax efficient scheme.

### **4.0 APPROVED BUSINESS TRAVEL OUTWITH LOTHIAN BOUNDARY**

- 4.1 Employees on occasion, may be required to travel outwith Lothian on business and such journeys are expected to be taken using public transport. Reimbursement will be made for costs incurred (bus or train fare), less normal home to work expenses.
- 4.2 If an employee travels outwith Lothian on business and makes use of their private vehicle instead of public transport, the mileage rate applying to the entire journey (minus normal home to work and return) will be at the public transport mileage rate, which is currently 22.5p/mile.
- 4.3 If the Head of Service deems that public transport is entirely inappropriate and authorises in advance the use of a private vehicle, the appropriate business mileage rate (as set out in Appendix 1) will apply. The circumstances in which the Head of Service can authorise and approve the business rate are:
  - a) When a service user is being carried in the vehicle and the Head of Service deem it is inappropriate to travel by public transport.
  - b) When the destination is not easily accessed by public transport and the cost and/or time to reach the destinations is unreasonable.
  - c) When a number of employees are attending the same event and the cost of using a shared private vehicle would be cheaper than the cost of public transport for those attending.

## 5.0 **EXCESS TRAVEL**

- 5.1 Where an employee's normal place of work changes to a different location due to redeployment or relocation of work premises, the individual will be compensated for excess travelling costs at the public transport mileage rate for a period of 4 years from the date of transfer.
- 5.2 This allowance will not be paid for the entire home to work journey, just the difference in mileage from home to old workplace and home to new workplace e.g.



In this example the individual is eligible to claim the difference of 2 miles per journey, at 22.5p/mile.

- 5.3 Where an employee is required to cover at an alternative work location from their normal place of work, and this journey results in excess mileage. The excess mileage to the new work location will be recompensed at the public transport mileage rate.
- 5.4 Where an employee is authorised to travel to/from a location other than their normal place of work and this does not form part of their normal daily duties (e.g. to attend a training course or conference), the employee will be entitled to claim mileage at the public transport rate.
- 5.5 Where an employee voluntarily applies for and is successful in gaining appointment to another post within East Lothian Council, s/he will not be entitled to claim any excess travel costs.

## APPENDIX 1



### **EAST LOTHIAN COUNCIL** **TRAVELLING AND SUBSISTENCE RATES** **1 JULY 2013**

#### **BUSINESS MILEAGE ALLOWANCES**

##### Car Allowance

First 10,000 miles (per annum)	45p/mile
Above 10,000 miles (per annum)	25p/mile

##### Motorcycle Allowance

First 10,000 miles (per annum)	24p/mile
Above 10,000 miles (per annum)	24p/mile

##### Bicycle Allowance

First 10,000 miles (per annum)	20p/mile
Above 10,000 miles (per annum)	20p/mile

#### **TRAVEL RATES OUTWITH LOTHIAN BOUNDARY**

If an employee travels outwith Lothian on business and uses their own vehicle instead of public transport, the mileage rate applying to the entire journey (minus normal home to work and return) will be at the public transport mileage rate, which is currently 22.5p/mile.

If the Head of Service deems that public transport is entirely inappropriate and authorises in advance the use of a private vehicle, the appropriate business mileage rate (as set out in Appendix 1) will apply. The circumstances in which the Head of Service can authorise and approve the business rate are:

- a) When a service user is being carried in the vehicle and the head of Service deem it is inappropriate to travel by public transport.
- b) When the destination is not easily accessed by public transport and the cost and/or time to reach the destinations is unreasonable.
- c) When a number of employees are attending the same event and the cost of using a shared private vehicle would be cheaper than the cost of public transport for those attending.