



Travel and Subsistence Policy

The following applies to all employees, including teachers, who require the use of their own vehicles for official business purposes.

1. Essential car users

1.1 Essential Car User Allowance

(1) Where the post held has a requirement for a designated essential car user status it is essential for them to have a motor car at their disposal whenever required. If the employee uses a private car in carrying out those official duties then they shall be entitled to receive the appropriate lump sum allowance and mileage rates.

(2) The essential car user allowance scheme takes into consideration the environmental concerns regarding the quality of air by having an incentivised progressive scheme recognising employees who have a vehicle with lower CO2 emissions and paying according to the CO2 emission range of a vehicle.

(3) Employees must travel a minimum of 2000 miles per year to qualify as an essential user.

(4) The essential car user lump sum payments are as detailed in the current Local Authority Employee Terms and Conditions - Allowances document.

(5) The essential car user lump sum is taxable however the tax deducted will be wholly or partly offset by tax relief according to current HMRC rates on all mileage incurred on non-taxable journeys.

1.2. Determination of Essential Car user Status – Availability of Car

(1) Where a post is designated as Essential User, the post holder must have a car available at all times. This is on the basis that journeys substantially cannot be pre-planned. Without notice, a requirement exists to undertake such journeys on a regular basis. The urgency of the situation demands an immediate response which cannot be covered by other means, e.g. public transport or using other existing car users.

(2) In such cases, partners cannot have the use of the car unless the employee designated 'essential user' is on holiday, sick leave or where the partner works different working arrangements, for example, night working.

(3) The real consequences of non-availability of a car must be identified and must be SIGNIFICANT in terms of material 'damage' to the client, in particular.

(4) Where the same vehicle is used by an Essential and Casual user subject to the above, they MUST both receive the appropriate essential user mileage rate but only one, the designated 'essential user' will receive the lump sum payment.

(5) Where an employee occupies two positions, one of 18½ hours and designated 'essential user' and the second of 18½ hours and designated 'casual user'. Again in this case the essential user

lump sum will be paid once and all mileage undertaken in respect of both jobs should be paid at the appropriate essential user mileage rate.

1.3 Protection of Essential Car User Allowance

(1) If an employee is no longer occupying a post carrying an essential car user allowance, then the allowance will be protected for 3 months after which time protection arrangements would cease, except where (2) below applies.

(2) Where an employee applies for a position within the Trust under normal recruitment and selection process and is successful then no protection will exist.

1.4 Review of Essential Car User Status

(1) A review of essential car user status will take place on an annual basis. Managers will carry out the review and employees identified as claiming less than 2000 miles per year may be redesignated as a casual car user.

(2) Where it is determined that re-classification is required then the protection arrangements stated above should apply (i.e. 3 months).

(3) Where an employee is reclassified from one user's allowance to the other then the new mileage calculation should commence from the date of transfer.

1.5 Electrically Powered Cars

(1) If an essential car user is using an electrically powered car or LPG fuelled car they will receive the allowances appropriate to the lowest emission rate. Employees will be requested to provide relevant information of emissions to ensure appropriate payment can be made.

2. CASUAL CAR USERS

2.1 Casual Car User Allowance

(1) Casual car users are those for whom it is desirable that a car should be available when required. If the employee uses a private car in carrying out those official duties then they shall be entitled to receive the appropriate mileage rates. The claimable mileage rate for casual car users is available in the current employee terms and conditions document. The taxable status of such payments is covered in section 6 below.

(2) Casual car user allowance is also paid to all Trust employees (including teachers) who use their car on an occasional basis.

(3) All posts, unless they have been designated as essential car users, will have car mileage claims paid as a casual car user unless the provisions of section 1.2 (4) or (5) or section 5 apply.

3. GENERAL CONDITIONS

(1) All claims should be made on the basis of the shortest route available in miles.

(2) Claims for 3 miles or less will not be paid without the prior agreement of management. Exceptions would be for health and safety reasons, for example transporting large volumes of documents.

(3) The Trust shall have the right to require an employee to carry official passengers without any additional payment on journeys for which a mileage allowance is being claimed.

(4) Employees shall not use their own car on journeys when there is room in the car of another officer making the same journey on the same business. As far as possible, journeys over the same

route by employees in the same Service should be so arranged as to synchronise. Where appropriate, the designated essential user's car should be used.

(5) Casual car users making journeys outside a 50 mile radius of their work base, will be paid their mileage rate for the first 100 miles of the return journey and the 'public transport rate' will apply for the excess. Given that the mileage rate for essential car users is the same as the public transport rate essential car users may claim their mileage allowance for the whole of the return journey. Privately owned vehicles should only be used for such journeys if it can be shown to be a more cost effective and practical alternative to public transport. Therefore approval must be obtained from the appropriate Manager to undertake such journeys and also to approve the mileage rates to be paid for these journeys.

(6) All employees who drive on behalf of the Trust (including those who drive their car only on an occasional basis) shall have included and maintain in their policy of insurance a clause indemnifying the Trust against all claims (including those concerning passengers) arising out of the use of vehicles on official business.

4. USE OF CARS IN LIEU OF PUBLIC TRANSPORT

(1) The Trust retains a 'public transport rate,' which is used only in the following circumstances

- a) Where employees are undertaking journeys outside the 50 mile limit (see 4(5) above)
- b) Where an excess travel allowance is being calculated.

(2) The 'public transport rate' is 50% of the casual car user rate

5. WHEN ARE MILEAGE RATES PAID?

5.1 Business Journeys Between Workplaces

(1) Trust Policy

Where an employee travels on business between any two workplaces, the full actual mileage can be claimed at the appropriate normal casual/essential car user/ motorcycle/bicycle rate subject to the claimed journey being greater than 3 miles as per section 4(2). For example if an employee travels 2 miles to another workplace and 2 miles back then they can claim a return journey of 4 miles. Journeys of 3 miles or less which are not payable can be included on claims in the unpaid miles column to be eligible for tax relief.

(2) Taxation

Any payment made in respect of such a journey is non-taxable. Unpaid business miles e.g. for journeys of up to 3 miles, if included on claims as unpaid miles, attract tax relief.

5.2 Business Journeys Between Home and Contractual Work-base (or Vice Versa)

(1) Trust Policy

In normal circumstances the Trust will make no payment when an employee travels between his/her home and their contractual (normal) place of work (or vice versa). However, where an employee is required to make such a journey outside normal working hours, for instance, at the weekend or in an emergency, the full actual mileage can be claimed at the appropriate normal casual/essential car user/motorcycle/bicycle rate. All claims should be made on the basis of the shortest route available in miles.

(2) Taxation

Any payment made in respect of such a journey is taxable.

5.3 Business Journeys Between Home and a Temporary Workplace (Or Vice Versa)

(1) Trust policy

Where an officer goes directly from home to a temporary workplace (or vice versa) the amount claimable will be on the basis of the shortest route available in miles, except that in no case will the amount payable exceed that which would be paid in respect of the actual mileage had the journey

been made between the employee's contractual (normal) place of work and the temporary workplace (the 'lesser rule').

In exceptional circumstances, such as where this type of journey is made outside normal working hours or in an emergency, the full actual mileage from home to work destination can be reimbursed without reference to the "lesser rule".

The mileage should be claimed at the appropriate normal casual/essential car user / motorcycle / bicycle rate.

(2) Taxation

Any payment made for such a journey on a normal working day, irrespective of whether or not the "lesser rule" has been applied, is non-taxable.

In addition, if due to the lesser rule, the claimed mileage is less than the actual journey mileage from home to temporary workplace, then the difference between the miles travelled and the miles claimed should be recorded as unpaid miles and these attract tax relief in accordance with HMRC rates.

Special rules may apply where the actual mileage from home to a temporary workplace is reimbursed in full, such as where the journey is made in exceptional circumstances (outside normal working hours etc.). If for instance the journey from the employee's home to a temporary workplace, is substantially the same journey as that which he/she would normally perform from home to his/her permanent workplace, any payment is taxable. The same ruling would also apply to the return journey.

5.4 Long Term Project Assignments or Temporary Change of Work Base

(1) Trust Policy

Long term projects of more than one month in duration that are expected to last less than 24 months will be treated as a temporary change of workplace. Only the excess mileage will be claimable which will be calculated in accordance with the principles of the Excess Travel Scheme but claimed on a journey by journey basis at either essential user or public transport rate. This should be made clear to the employee prior to any change in base resulting from a long-term project assignment. The example below sets out the method by which excess travel is calculated:

e.g. Home to temporary workplace = 30 miles **Less** Home to contractual workplace = 20 miles

Excess mileage = 10 miles

In circumstances where the change in work base is known to be temporary, excess mileage will be claimed on a monthly basis and no lump sum buyout will apply.

(2) Taxation

Any excess mileage payments will not be taxable if it is believed that the arrangement will last for less than 24 months. If it is believed that the arrangement will last for longer than this period the payments will be taxable from the point at which this is the understanding.

Chief Executive Officer:		Date:	09.01.2018
Chair of the Board:		Date:	09.01.2018