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| EXCESS TRAVELLING EXPENSESASSESSMENT OF ELIGIBILITY |

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| Name: | Pay No: |  |
| Address: |
|  | Post Code: |
| Designation: |
| New Work Location: |
| Old Work Location: |
| Date of Transfer: |

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| PUBLIC TRANSPORT USERSStaff eligible to claim reimbursement of additional travelling expenses incurred will be expected to take advantage of SEASON TICKETS or OTHER CONCESSIONARY FARE ARRANGEMENTS which are available by public transport (rail or bus) |
| Journey | Cost of fares from home to **NEW** work location.**£** | Cost of fares from home to **OLD** work location.**£** | **Additional Cost****£** |
| Single  |  |  |  |
| Weekly Return |  |  |  |
| Monthly Return |  |  |  |

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| DESIGNATED CAR USERS ONLY(Please note that mileage must be rounded to **nearest 0.10 mile**) |  **Miles** |
| Mileage from home to **NEW** work location (single journey) |  |
| Mileage from home to **OLD** work location (single journey) |  |
| Additional miles per single journey = |  |

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| **I certify that the above information is correct** |
| Employee’s Signature: | Date: |

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| **Approved** |
| Manager’s Name (please PRINT) |
| Manager’s Signature | Date: |

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| **Completed form to be returned to:**Hrsupport@westlothian.gov.uk  |

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| EXCESS TRAVELLING EXPENSESNotes for Guidance |

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| **ELIGIBILITY** |
| Employees who incur additional travelling expenses as a result of redeployment, operational transfer, or reorganisation of services within the council are eligible to claim for reimbursement of excess travelling expenses. |
| **CALCULATION OF ENTITLEMENT** |
| Excess travelling expenses is defined as:* Cost of travelling from home to **new** work location.

 Less* Cost of travelling from home to **old** work location.
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| **REIMBURSEMENT** |
| * Claims can only be made for normal working days and NOT for Public Holidays, Annual Leave or absences due to illness etc.
* Where an employee undertakes a **duty** journey at the beginning, or end of the day, which does not meet the terms of the scheme (i.e. a journey between home and a work location other than their new work location), excess travel expenses must NOT be claimed for that day.
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| **Travel by Public Transport** |
| * Employees who travel by public transport, should, wherever practicable, use the cheapest possible means (i.e. second class train fare/bus fare/monthly season ticket etc.).
* In cases where the cheapest fare does not relate to the most practical route, the Human Resources Manager will have discretion to determine the reimbursement of excess cost.
* The daily rate should be calculated using the period covered by the ticket as per the following example:

Cost of monthly ticket = £ 24No. of working days in the month = 24**Daily rate** **= £ 1** |
| **Travel by Car** |
| * Payment is made at the current rate of 17.3p per mile.
* Calculation of excess mileage must be rounded **to nearest 0.10 mile**.
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| **CLAIMS** |
| * Monthly paid employees should claim on a monthly basis, one month in arrears, and submit their claims via MyHR
* Other employees should submit their claims in accordance with the predetermined deadlines for the frequency of payment of their wages.
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| **CHANGE OF ADDRESS** |
| **Employees must notify Human Resources when they move house as a reassessment of the position will be made as follows:*** Where travelling expenses are reduced, compensation arrangements will continue but will be reduced accordingly.
* Where travelling expenses are increased, the level of compensation will be unchanged.
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| **TIME PERIOD** |
| Excess travelling expenses will be payable for a maximum period of four years. |