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|  | West Lothian Council |

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| EXCESS TRAVELLING EXPENSES CLAIM |

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| Period:  | Pay No: |  |
| Name: |
| Home Address: |
|  | Post Code: |
| Post: |
| Former Work Location: |
| New Work Location: |

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| **Public Transport** users | **£** |
| Daily cost from home to NEW work location |  |
| Daily cost from home to OLD work location |  |
| Difference per day |  |
| Number of days claimed |  |

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| **Vehicle Drivers**Calculation of excess mileage must be rounded to nearest **0.10 mile** | **Miles** |
| Return mileage from home to NEW work location. |  |
| Return mileage from home to OLD work location. |  |
| Daily additional **return** mileage |  |
| Number of days claimed |  |

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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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| Claims must be submitted **monthly** immediately after end of period to:HR Services, Civic Centre, Howden South Road, Livingston, EH54 6FF |

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| **FOR PAYROLL USE ONLY** |
| **Public Transport -** Daily difference x number of days claimed: **£** | Code 0358 |
| **Vehicle Drivers** - Daily additional **return** mileage x number of days: | Miles | Code 0358 |
| Input by: | Pay Period Actioned: |

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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 to Payroll by the 10th of the following month. Submission dates for December and January will be advised by Corporate Services, HR Operations Unit.
* 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. |