

TEMPORARY HOMEWORKING ARRANGEMENTS

BUSINESS TRAVEL

1. Due to the temporary nature of the current homeworking arrangements, the council has not re-designated the normal place of work for employees currently working from home during the COVID-19 pandemic.

Business Mileage

2. Where employees are required to carry out business journeys, starting from or returning to their current temporary homeworking location, section 4.4 of the Policy on Business Travel and Subsistence will apply in relation to the reimbursement of expenses.

'4.4 Commencing or Finishing Work at Other than Normal Work Location

4.4.1 Where employees are authorised to start or finish work at a place other than their normal work location, they may claim travel expenses in excess of that which they would normally incur in undertaking their normal home to work journey.

4.4.2 For example, home to normal work location and return is 10 miles; home to alternative work location and return is 20 miles. The excess of 10 miles can be claimed.'

3. The ability to claim **excess** travel expenses only will apply to any business journey that starts or ends at the employee's home, irrespective of the time of day that the journey occurs.
4. As an exception to the above and in line with the Policy on Business Travel and Subsistence, employees who are contractually obliged to report to an alternative work location out-with normal working hours are entitled to claim reimbursement for home to work expenses in full. Those employees are as follows:
 - those on stand-by who are called out to work
 - those not on standby who are called out in an emergency
 - those attending evening meetings (eg teachers) where they travel directly from home

It should be noted that expenses reimbursed in these circumstances, are subject to tax and national insurance deductions in accordance with HMRC requirements.

5. Arrangements for payment of business mileage expenses and authorisation for the use of personal vehicles for business purposes remain as normal.

Travel Time

6. The principle of excess travel will also be applied to travel time. Where employees are required to carry out business journeys, starting from or returning to their home, only the excess journey time will count as working time. For example, home to normal work

location takes 30 minutes; home to alternative work location takes 40 minutes. Only the excess of 10 minutes can be counted as working time.

7. The excess travel time arrangement will apply to any business journey that starts or ends at the employee's home, irrespective of the time of day that the journey occurs.
8. Employees are encouraged to plan their working day to minimise travel time and mileage, ensuring that a maximum of only one journey per day is conducted to or from their home.

Human Resources
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