



Version Control	Changes Made	Author
Version 1 October 2014		
Version 2 November 2018	General housekeeping review	Kate Yardley

## Purpose

Cumbria County Council recognises that employees may incur additional travel costs if they are required to relocate to a new work base. This scheme provides details for managers and employees on payment of additional travel costs as applicable.

This scheme takes into account HMRC taxation rules.

## Procedure

Employers are not responsible for the cost of an employee’s travel from home to workplace. However this scheme provides an allowance which may be paid for a limited time, subject to qualification, restrictions and timescales. Additional travel costs may be payable to employees where the Council has moved their job or base location.

It does not normally apply to employees who are redeployed on the grounds of capability; for disciplinary reasons; or who voluntarily change their base, for example by applying for and gaining another post.

## Scope

This scheme applies to all Council employees whether they are full-time, part-time, part-year, temporary or permanent, irrespective of length of service.

This scheme does not apply to Agency staff, Consultants, Contractors and Volunteers.

The scheme will not apply to newly appointed employees who, on appointment, are given prior notice of a planned change of work base.

## Principles

- Additional travel is defined as the return journey from home to the new base of work, minus the return journey from home to the old base of work.
- A claim can only be made where the additional distance travelled is more than 6 miles above previous home to work base (12 miles return journey).
- The first 6 miles of the home to new base journey is deducted, as is the first 6 miles of the new base to home journey ie a total of 12 miles.
- Additional travel costs can be claimed for a maximum of 12 months from the date the change of base takes place.
- No additional parking or subsistence allowances are payable
- Employees will not be eligible to claim any additional travel time incurred as a result of a change of base
- Additional travel costs will be paid in accordance with the appropriate allowance which the employee is entitled to receive (see [Travel and Subsistence Scheme and Rates](#))
- All additional travel claims must be recorded on the Additional Travel Claim Form or on iTrent to enable reimbursement.
- All additional travel claims must be accompanied by VAT receipts, with the exception of pedal cycle travel, and public transport journeys for which VAT receipts are not available (see below).
- Receipts are required for all public transport journeys. Reimbursement will not be made if receipts are not provided.

## Application of Additional Travel Assistance

### Change of Post and/or Location

Should an employee subsequently apply for a new post either within the same location or in a different location, they will lose their entitlement to additional travel assistance. From the date the employee takes up a new post the entitlement will cease.

### Change of Home Address

Employees must notify their line manager of any change to their home address during the additional travel assistance period. If the additional travel reduces the amount will be recalculated. If the additional travel increases the employee will not be entitled to claim any additional travel costs.

### Travel & Subsistence Scheme

The Council's Travel and Subsistence Scheme includes the requirement for the deduction of normal home to work mileage where a travel claim is made for a business journey undertaken from or to home.

Where an employee is in receipt of additional travel assistance and makes this type of claim for business mileage, "normal home to work" during the additional travel assistance period is from

home to the **old** place of work. An additional travel assistance claim would not be submitted for that day.

However, once the additional travel assistance expires the new home to work mileage should be deducted.

Appendix 1 gives examples of various scenarios in relation to the application of additional travel.

### **Tax and National Insurance**

Additional travel due to workplace relocation is deemed to be private travel by HMRC because it is classed as travel to a permanent workplace and as such any payment made is subject to tax and National Insurance deductions. HMRC see this as the employer paying the employee to come to a permanent place of work.

It should be noted that HMRC regulations allow payments to be made, without tax, for secondments of up to 24 months as they class this as travel to a temporary place of work. If, in the event of a council secondment, it is clear at the outset that the post is likely to result in a permanent change of work base, tax and national insurance deductions are payable from the start.

## **Roles and Responsibilities**

Employees will:

- Notify their line manager of any change to home address.
- Have a responsibility for ensuring that claims are submitted promptly for reimbursement on the Additional Travel Allowance claim form, and supported by relevant receipts.
- Claims that include items older than 90 days will be referred to the relevant Assistant Director and may be rejected if the delay is considered unreasonable
- Claims that relate to a previous financial year, following the closure of that year's financial accounts, cannot be paid as this affects taxable returns and budget projections.
- Submit claims via i-expenses. Full guidance for i-expenses users (employees and managers) is provided separately and can be found on the ['iTrent' intranet pages](#).
- If not submitting via iExpenses, business mileage claims and additional travel allowance claims submitted in the same claim period must be stapled together with the appropriate receipts.

The claim form can be found on Intouch at:

<http://www.intouch.ccc/eLibrary/Content/Intranet/536/671/1101/6328/4084892946.doc>

Line Managers will:

- Ensure that all claims are valid, certified and in accordance with the scheme
- Forward all claims to CCC Service Centre, East Wing, The Parkhouse Building, Kingmoor Business Park, Carlisle, CA6 4SJ, by the 5<sup>th</sup> of the subsequent month.
- Refer any claims which have been submitted after 90 days to the relevant Assistant Director for consideration

Should further clarification be required in relation to the consultation and / or implementation process please contact People Management/School HR provider/Diocesan Officer.

For Schools:

Name of School:	
Date by which School have adopted procedure:	
Signature of Chair of Governors	

**Date: November 2018**

**Appendix1:****See below for various scenario's relating to the application of additional travel assistance**

**Scenario A:** *I am relocated to an office base 20 miles from my home. Previously I worked at another office base that was 10 miles from my home. I drive to work, my travelling time has doubled and I now have to pay for parking.*

*40 miles = return journey to new base*

*20 miles = return journey to old base*

*20 miles = net difference*

*12 miles = minimum threshold deduction*

*8 miles = net amount I can claim per day for up to 12 months. This is a taxable benefit.*

*I am not entitled to any compensation for additional travelling time, parking or any subsistence.*

**Scenario B:** *I am seconded to a new office for 12 months.*

*Rules as above, but maximum claim period is 12 months. As my secondment is for only 12 months, I will not pay tax on this benefit.*

**Scenario C:** *I travel by bus to work and now my return journey is 10 miles longer and costs me more. I am not entitled to any additional compensation.*

**Scenario D:** *I travel by bus to work and now my return journey is 18 miles longer.*

*I am entitled to claim the additional bus fare less an amount equivalent to the casual car user mileage rate for 12 miles. This is a taxable benefit.*

**Scenario E:** *I travel by train and my return journey costs £8:00. My new workbase is 20 miles away from home and as there is no train station I will now be travelling by car.*

*Claims must be made on an equivalent basis i.e. comparing train fare with train fare or car mileage with car mileage. Employee should calculate the mileage for the previous train journey and carry out the calculation in accordance with Scenario A above.*

**Scenario F:** *I am currently in receipt of Additional Travel Assistance and I also need to make a claim for business mileage where the journey begins from / or returns to home. The travel and subsistence scheme states that I should deduct my normal home to work mileage from the claim. During the time that I am in receipt of additional travel assistance I should deduct my old home to work mileage. Once the additional travel assistance ends I should deduct the new home to work mileage. Both claim forms should be stapled together with the relevant receipts attached.*

*22 miles = home to old place of work (44 miles round trip)*

*48 miles = home to new place of work (96 miles round trip)*

*Home to Work mileage to be deducted is 22 miles (or 44 for a round trip), not 48 miles.*

*I should not submit an Additional Travel Assistance claim for this day.*

*Once additional travel assistance expires I will deduct 48 miles (96 miles round trip).*