

# **Mileage & Related Travel Expenses Policy**

**BDC**

**September 2019**

*We speak your language*

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**Polish**

*Mówimy Twoim językiem*

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**French**

*Nous parlons votre langue*

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**Spanish**

*Hablamos su idioma*

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**Slovak**

*Rozprávame Vaším jazykom*

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**Chinese**

我们会说你的语言

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## CONTROL SHEET FOR MILEAGE AND RELATED TRAVEL EXPENSES POLICY

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Policy author (post title only)	Sara Gordon
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Relevant Cabinet Member (if applicable)	Cllr McGregor
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## **BDC MILEAGE & RELATED TRAVEL EXPENSES POLICY**

Official travel must always be conducted in an economical manner and alternative means such as telephone/video conferencing, public transport, pool cars etc must be considered as a first option. This approach supports the Council's Climate Change and Transformation Agendas.

To meet business needs and to deliver excellent services to our residents, employees are required to work at any place of employment in the service of the Council. Therefore, travel and submission of related expenses will occur on a regular basis for some members of the workforce.

The Mileage and Related Travel Expenses Policy sets out the process to be followed by all employees. This policy document supersedes any previous mileage and related travel expenses policies or procedures in place previously at BDC.

Payment of mileage and related travel expenses will be made with salary.

### **1. Employee Responsibilities**

- It is the responsibility of the employee to be fully conversant with this policy for Mileage and Related Travel Expenses.
- All employees should be fully aware of and have read and understood the terms and conditions of the Council's Driving at Work Policy.
- Employees have a responsibility to ensure any journey undertaken is essential to business operations and the cost to the Council is kept to a minimum. Employees are expected to co-ordinate work activities and travel to ensure value for money and to reduce the costs and time implications incurred.
- Employees must only submit claims for their own travel expenses and payment should only be claimed for journeys actually undertaken.
- Employees must provide the following details on a mileage claim form
  - Date of journey
  - Start location
  - Locations visited
  - End location
  - Reason for the journey
  - Total business mileage incurred
- Employees must provide sufficient and reasonable detail on their claim form to enable their Manager/Authorising Officer to fully consider and assess the claim.
- Employees using their cars on official Council business must:

- Possess a current full valid driving licence for the vehicle they are driving
  - Ensure the vehicle is in a roadworthy condition prior to the commencement of and during the journey
  - Ensure the vehicle has a current MOT certificate, where appropriate
  - Possess business use insurance for the vehicle
  - Provide the original copies of the above documents to their line manager on an annual basis (See Appendix One)
- Where it is appropriate for an employee to use their private vehicle, business mileage must be conducted in accordance with the Road Traffic Act in conjunction with the Highway Code and any current legislation.

## **2. Manager/Authorising Officer's Responsibilities**

- It is the responsibility of the Manager/Authorising officer to be fully conversant with this policy prior to any claim being made.
- Managers/Authorising officers will be required to review, check and authorise claims ensuring the claim is accurate to the best of their knowledge as far as reasonably possible and the journey has been necessarily incurred.

## **3. What Mileage and Related Travel Costs can Employees Claim?**

- Any business mileage incurred based on the shortest route, and where the corporate standard mileages have been established, these must be used and can be found at Appendix Two.
- Any reasonable parking fees etc, incurred during the journey will be reimbursed. Receipts should be retained in support of any claim.
- BDC - for the purpose of claiming mileage allowance for approved passengers, the claimant must declare the name of each passenger as part of their mileage claim.

## **4. What Mileage and Related Travel Costs cannot be Claimed?**

- Any home to work mileage and work to home mileage i.e. commuter mileage  
The Council is not responsible for the cost incurred by an officer in travelling to and from home to work because an individual is free to choose their residence and is expected to meet any expense in travelling between home and his/her place of work \*
- If travelling to a different site from home, normal home to work mileage must be deducted. For example, if attending a training course in Leeds (north of both Districts), normal commuter mileage from home to Arc for joint officers would have to be deducted, if travelling by car.

- If employees choose to take a longer route through personal choice/convenience e.g. to avoid motorway driving, the employee must only claim for the actual shortest distance between locations.
- Fixed penalty parking fines, fixed penalty notices, driving endorsements and associated costs etc, are the sole responsibility of the employee.

## **5. \*Travel from Home Outside Contracted Working Hours**

Where a journey in the course of duty starts and ends at home because of work outside of normal contractual hours, or there is a requirement to return to work after a normal days work, the mileage to be claimed is the actual mileage from and return to home. This mileage is taxable and must be recorded separately. In these circumstances employees can claim the travel time. Employees with no fixed work base should check the arrangements with their Line Manager who must consult with HR or Payroll.

## **6. Journeys which Start at Home**

If an employee's journey to a temporary workplace for the day such as a training course at an external site starts from home, mileage can be claimed. However, employees must deduct their ***normal home to work mileage (from the closest available place of work)*** from the home to temporary workplace journey. If the journey is ***greater*** than the normal home to work commute, employees should only claim for the difference. If the journey is ***less*** than the normal home to work commute, no claim should be made. An employee cannot turn their normal commute into a business journey by merely arranging an appointment on the way; HMRC expect an employee to demonstrate the appointment was necessary and not a matter of convenience. For example, if the HR & OD Manager (joint officer) is undertaking a training a course in York, the normal journey from home to the Arc must be deducted, as the training is north of both Districts.

## **7. Journeys which End at Home**

The same applies for journeys where employees do not return to their workplace following their last visit and go straight home. If the journey is ***greater*** than the normal work to home commute (***from the closest available place of work***), employees should only claim for the difference. If the journey is ***less*** than the normal work to home commute, no claim should be made. An employee cannot turn their normal commute into a business journey by merely arranging an appointment on the way home; HMRC expect an employee to demonstrate the appointment was necessary and not a matter of convenience. For example, if the HR & OD Manager (joint officer) is undertaking a home visit in South Normanton, no claim could be made, as this is classed as a place of work reflective of the job role.

It is important to note employees are required to work at any place of employment in the service of the Council, this includes undertaking site visits which would be classed as a place of work

## **8. Homeworking**

During home working (i.e. if contracted to work at home), mileage will be payable on business journeys from home to work site subject to this not exceeding the mileage which would have been incurred to these sites from the closest available workplace. It will be necessary for the manager and the employee to agree the detail of this in advance in each individual case in consultation with HR.

## **9. Agile/Flexible Working**

As our workforce becomes more flexible, many employees find they have the benefit of a flexible working arrangements including agile working. In these circumstances, it is important and expected that all employees (in conjunction with their line manager) manage their travel efficiently and limit it, and any claims, as far as reasonably possible. This ensures employees work within the spirit of agile working and the increasing flexibility this brings to the individual. If an employee **chooses** to travel to other locations (other than their closest available workplace) as part of agile working, HMRC will consider this as personal convenience and no claims can be made.

## **10. Mileage Distances between Locations (Shortest Distances Principal)**

The corporate mileage guidance table is available on the S Drive (HR & Payroll folder) and the Extranet. This has been developed using three different routes for the journey and taking the average mileage to give an accurate and consistent mileage distance as possible. The spirit within which Local Government policies work is to shortest distance rather than shortest time.

It is appreciated there may be rare occasions e.g. due to traffic accidents, adverse weather conditions etc, when it may not be possible for the shortest route to be taken. Such instances must be appropriately identified when making a claim. This must be discussed with and authorised by an employees' line manager prior to submitting a claim.

## **11. How and When to Make a Mileage Claim**

All claims for mileage should be submitted via HR21 or for those with no access to a PC via completion of a mileage claim form at the end of each calendar month and authorised as appropriate. Claims should be submitted on a monthly basis and must be submitted within three calendar months of undertaking the journey. A late claim will not be paid. A guide on how to record mileage/travel claims is included in the HR21 Guidance on the Extranet or S Drive.

## **12. When will a Payment for Mileage not be made?**

The Council reserves the right to refuse to meet the whole or part of claims in respect of unreasonable expenses or expenses which could have been avoided had the journey been better planned.

The Council will withhold payment of any claim until an employee satisfies the requirement to provide the relevant documentation as outlined in this policy e.g. insurance documents.

All required documents must be provided within 28 calendar days of request. Failure to provide all documents within this timeframe will result in the following action being taken until the appropriate documents are provided:

- cessation of payment of any monthly allowance
- the employee will not be permitted to use their vehicle to carry out any council business journeys, and:
- non-payment of any mileage claims.

Allowances and payments will not be back-dated if reinstated at a later date.

Please note employee's failure to perform faithfully the duties specified in their contract of employment and follow a reasonable management instruction will be dealt with under the Council's Disciplinary Policy.

### **13. Joint Officers or Employees with Multiple Bases**

Employees are required to work at any place of employment in the service of the Council/s.

If employee's work across two Councils or have multiple bases, only journeys undertaken during the working day can be claimed. This does not include home to work mileage/time and work to home mileage/time. Employees are not able to claim home to work mileage/time, i.e. travel to and from first location and last location, they can only claim travel/time during the day and only if the travel is necessary i.e. to attend a meeting etc.

For example, if an employee works from multiple locations such as The Arc, Mill Lane Offices, Depots, Contact Centres, Business Centres, Leisure Centres etc. Any available workplace is classed as an employees' place of work for that day. No journey mileage/time to or from home/work can be claimed. Site visits are considered as places of work and the above policy is applied accordingly.

### **14. VAT receipts – (BDC Only)**

A VAT receipt for fuel used on work journeys **must** be obtained and kept in an orderly fashion for a period of six years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.

### **15. What if I change my Vehicle?**

If an employee changes their car then they will need to complete the "Change of Vehicle" form available on S Drive or from Payroll.



## **16. When will I receive Payment for Mileage and related Travel Expenses?**

Claims made electronically will be processed and paid within the next available salary payment. Claims submitted on paper forms will be processed and paid as soon as possible and no later than with the salary for the month following the submission of the form.

## **17. Mileage Rates**

All journeys are paid at the appropriate mileage rate applicable for that car user. Employees must ensure the journeys claimed are accurate and reflect the Council's policy and practice. For example, commuter mileage must not be claimed

## **BDC**

Current mileage rates detailed below are based on HMRC rates and are not liable for tax and national insurance:

- 45p per mile for the first 10,000 miles
- 25p per mile after the first 10,000 miles

An extra 5p per mile can be claimed for carrying each approved passenger.

Public transport rate is 16.4p per mile and is applicable at the Council.

## **18. Qualification Courses/Training**

If an employee travels to an approved qualification course or exam at an external site, you can claim travel expenses for any miles travelled over and above your normal journey to the closest available workplace, paid at public transport mileage rate. Employees can claim other reasonable costs subject to the provisions of the Learning and Development scheme.

## **19. Public Transport**

The same principles identified above apply to employees who incur travel fares in the course of undertaking their duties. Where alternative means of public transport exist (e.g. bus or rail) the most suitable in terms of cost and time should be used and claimed accordingly. Cheap rate fares should be used where possible.

## **20. Rail Travel**

All employees will travel standard class unless a less costly fare is available. Where possible, tickets should be purchased in advance.

## **21. Taxi Fares**

The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of the Council, or where it is otherwise reasonable e.g. if public transport is not available. Receipts are required.

## **22. Monitoring and Administration of Mileage and Related Travel Claims**

Payroll are responsible for administering the scheme. Advice in relation to mileage and related claims may be sought from Payroll or HR. In any matter relating to the scheme, the decision of the Payroll Manager and HR & OD Manager, in consultation with a representative from the Strategic Alliance Senior Management Team, is final.

Abuse of travel/mileage allowances and failure to follow the policy will be dealt with under the disciplinary procedure. Please note the submission of false or fraudulent mileage claims or related travel expenses is considered gross misconduct.

HR & OD Manager & Payroll Manager June 2019

## **Appendix One - Annual Documents Check Responsibilities**

Employees using their cars on official Council business must provide original copies of the following documents to their manager on an annual basis or whenever a vehicle is changed or any other related changes occur:

- Full Driving Licence
- MOT Certificate
- Insurance Documents covering the employee for Business Use Insurance

In order to undertake the driving licence check the employee is required to visit the following website <https://www.gov.uk/view-driving-licence> in order to generate the check code.

The Manager/Authorising Officer checking the licence should go to <https://www.gov.uk/check-driving-information> and use the check code provided by the employee to view the employee's licence information.

Managers should then complete the Employee Driving on Council Business Checklist Record online form available under Do it Online on the Extranet, which will be sent direct to the Payroll Team as a record the Manager has undertaken the check.

Managers are not required to keep copies of the original documents seen.

### **Endorsements/Convictions**

Employees must inform their manager immediately if they receive points on their licence, any other penalty in relation to driving or any health condition or reason that relates to driving a vehicle. If an employee has six points or more on their Licence or another similar penalty or concern arises, the frequency of the document checks should increase to every six months.

The above ensures the Council is compliant with its own insurance arrangements and is based on guidance from the Finance Team.

<b><u>Appendix Two</u></b> <b><u>BDC Mileage</u></b> <b><u>Guidance Table</u></b>	Clowne S43 4JY	Doe Lea S44 5NY	Mill Lane S42 6NG	Shirebrook CC NG20 8AW	South Normanton CC DE55 2AA	Bolsover CC S44 6HR	Pleasley Vale NG19 8RL	Tangent B Park NG20 8RX	Dronfield SC S18 1PD	Sharley Park S45 9LX	Eckington Pool S21 4DA	Eckington Depot S21 4HL	Pioneer House S42 6NT	Coney Green S45 9JW	Derbyshire Dales DE4 3NN
Clowne S43 4JY	0	8	10.5	7.5	14	4	8.5	9.5	12	12.5	5	5.5	10.5	12	18
Doe Lea S44 5NY	8	0	6.5	5.5	9.5	4	4	6	14	5	10.5	11	6.5	5	13.5
Mill Lane S42 6NG	10.5	6.5	0	5.5	9	7.5	11	12.5	11	3.5	9.5	10.5	0	3.5	9
Shirebrook CC NG20 8AW	7.5	5.5	5.5	0	12.5	5	3.5	1	18.5	10.5	12	12.5	13.5	11	18.5
South Normanton CC DE55 2AA	14	9.5	9	12.5	0	11.5	9.5	11.5	21.5	7.5	17.5	17.5	9	7.5	11.5
Bolsover CC S44 6HR	4	4	7.5	5	11.5	0	6	5.5	13	7.5	7.5	8	8.5	7.5	15
Pleasley Vale NG19 8RL	8.5	4	11	3.5	9.5	6	0	4	18.5	9	14	14.5	12	9	17
Tangent B Park NG20 8RX	9.5	6	12.5	1	11.5	5.5	4	0	19.5	11	13	13	14	11	18.5
Dronfield SC S18 1PD	12	14	11	18.5	21.5	13	18.5	19.5	0	14.5	6	6.5	10.5	14.5	17
Sharley Park S45 9LX	12.5	5	3	10.5	7.5	7.5	9	11	14.5	0	12	13	4.5	0.5	8.5
Eckington Pool S21 4DA	5	10.5	9.5	12	17.5	7.5	14	13	6.5	12	0	1	10	13	16.5
Eckington Depot S21 4HL	5.5	10.5	10.5	12.5	17.5	8	14.5	13	6.5	13	1	0	10.5	13.5	19
Pioneer House S42 6NT	10.5	6.5	0	13.5	9	8.5	12	14	105	4.5	10	10.5	0	5	8.5
Coney Green S45 9JW	12	5	3.5	11	7.5	7.5	9	11	14.5	0.5	13	13.5	5	0	8.5
Derbyshire Dales DE4 3NN	18	13.5	9	18.5	11.5	15	16.5	18.5	17	8.5	16.5	17	8.5	8.5	0