

## MILEAGE SCHEME

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<b>Effective Date of Policy</b>	
<b>Review Year:</b>	<b>Biennial</b>
<b>Applicable To:</b>	<b>This scheme applies to all employees, including those in schools if this scheme is adopted by the governing body, who incur additional expenses whilst undertaking their duties, taking them away from their workplace.</b>
<b>Equalities:</b>	<p><b>Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.</b></p> <p><b>This document is available in Welsh, and in other languages and formats on request.</b></p>



**GWASANAETHAU POBL  
PEOPLE SERVICES**



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## INTRODUCTION

1. This scheme sets out the principles and rules for claiming travel costs incurred on Council business. In the points that follow, we aim to set out the principles and rules fairly and transparently. This is to ensure that anyone needing to incur expense can understand which claims are permitted and what steps to take to ensure reimbursement.
2. No employee will be financially disadvantaged whilst undertaking Council duties that take them from their directed workplace. This is if the expenses incurred are reasonable and necessary in the performance of those duties and are allowable under Her Majesty's Revenue and Customs (HMRC) regulations.
3. Employees will be reimbursed for total travel costs incurred in the day if the claim is in excess of their home to designated workplace return journey.
4. For employees who use their own vehicle, the mileage rates that can be claimed will be in line with the HMRC approved rates for car, van, motorcycle, moped and cycle journeys.
5. When using a privately owned electric vehicle at work, it is possible to claim for mileage too. These are known as AMAP rates and just like diesel or petrol cars, the amount that can be claimed is set by HMRC.
6. A Passenger rate also applies in the form of 5p per mile for the carriage of one or more passengers who are Council employees.
7. Employees who use public transport in the reasonable and necessary performance of their duties can claim for the cost of their travel on the production of the relevant receipts.
8. It is important and expected that all employees manage their work travel efficiently and that they limit it along with any associated expense claims, as much as possible.
9. Value for money must always be ensured when incurring expenses on Council business. Official travel must always be conducted in an economic manner and alternative means such as the use of audio / video conferencing and public transport must be considered before the use of privately owned vehicles. It is expected that employees will car share when attending meetings at the same location, wherever possible.
10. Using the categorisations of 'Fixed', 'Flexible', 'Mobile', 'Home' and 'Community' as below, our Heads of Service have quantified the basic level of location flexibility that exists in every one of the services provided by the Council. All employees whose posts are designated 'Fixed', 'Flexible', 'Home' or 'Mobile' must have a workplace for the purpose of claiming travelling expenses which is agreed with their Manager. This will be called the designated workplace. The exception to this is the role designated 'Community'.

<b>Category</b>	<b>Role Determining Factors</b>
Fixed	<p>Your role requires you to work in a fixed location all the time. You may need a desk in a fixed location, for example, a reception area. You may share that desk. You may need to use specialist equipment which cannot be moved.</p> <p>Your role is location dependent.</p> <p>Your role may or may not support time independence.</p>

Flexible	<p>You may spend time in the office but you may also choose to work from home or out and about. You could work from any office or from home given the right equipment and access to systems.</p> <p>Your contractual work base will remain as the Council offices. You will be required to attend the Council offices when asked to do so by your manager e.g. for meetings, specific tasks, supervision and appraisals.</p> <p>Your role is location independent. Your role may or may not support time independence.</p>
Mobile	<p>You have an office base or you can choose to work from home but spend more than half your time out on site either visiting customers, residents or businesses at various locations.</p> <p>Your role is location independent if you can also choose to work from home rather than the office. If not, your role is location dependent. Your role may or may not support time independence.</p>
Home	<p>Through mutual agreement, a homeworking agreement is in place that confirms your entitlement to work from home a 100% of the time.</p> <p>Your home is your work base. Your role may or may not support time independence.</p>
Community	<p>Your role has never required you to attend an office base or designated Council building. You leave home each day to work in the heart of community, for example visiting clients' homes for the purpose of providing care.</p> <p>Your role is location dependent as you provide a service to residents / clients in their homes or in the community. Your role could be time dependent or independent, depending on the service being provided.</p>

## SCHEME SCOPE

11. This scheme applies to all Council employees who incur additional travel expenses whilst undertaking work duties which take them from their designated workplace.
12. This scheme also includes travel to directed training events and excess travel that is incurred by an employee following a contractual redeployment from one permanent workplace to another.
13. This Scheme is intended for School based employees but will not automatically apply to school based support/teaching staff for whom the Governing Body sets the terms and conditions of employment unless the scheme has been adopted by the school Governing Body.
14. The Council's recognised trade unions have been consulted on this Scheme.
15. The effective date of the scheme is (*Insert Date*).

## THE WORKPLACE FOR THE PURPOSE OF CLAIMING TRAVELLING EXPENSES

16. For employees whose posts are designated 'Fixed'; 'Flexible'; or 'Mobile', ordinary commuting is the journey they make most days between their home and their designated workplace. HMRC call this substantially ordinary commuting (SOR) and employees are responsible for the cost of these journeys.
17. In promoting equity and fairness, the designated workplace from which travel expenses can be claimed must be a Council Building or Council workplace that the employee is required to attend to fulfil the duties of their employment.
18. Employees may have more than one designated workplace during the same period. This would be when:
  - a. The employee regularly performs a significant part of his or her duties there
  - b. People would expect to be able to contact the employee at the second location
  - c. The employee has a desk and/or support services at the second location, which he/she regularly uses, for example, a care manager who is responsible for more than one care home or a supervisor who is responsible for staff at and working from a number of sites.
19. HMRC class travel from home to a designated workplace and travel from a designated workplace to home as ordinary commuting and no claim can be made for these journeys. Travel claims can however be made for any necessary and reasonable business travel between these workplaces during the working day.
20. The workplace for the purpose of claiming travel costs for most employees will be the Council building or Council workplace that they must attend every day. For others it will be the workplace agreed by their Manager from which they perform a significant part of their duties, where other employees/service users expect to see them/meet with them, receive a service from them, etc.
21. As we move to support a new way of working and offer employees greater choice over where they work, we do expect employees to manage their travel efficiently and limit it, and any claims, as much as possible in the spirit of agile working and the benefits to the environment that this can bring. If an employee chooses to travel to other locations (other than their permanent workplace) as part of agile working, HMRC will consider this as personal convenience and no claims can be made for those journeys.
22. Based on the principles of equity and fairness therefore, every employee whose role is designated 'Fixed'; 'Flexible'; or 'Mobile' will have a designated workplace for the purpose of submitting travel claims that will either be a Council owned building or a Council owned workplace.
23. The first exception to Point 17 are the roles which are designated 'community'. These employees will have their workplace confirmed as being in the heart of the community.
24. Employees whose roles are designated 'community' have no choice over where they work but they have never been required to attend an office base or designated Council workplace / Council building for the purpose of undertaking work. They leave home each day to work in the heart of community, for example visiting clients' homes for the purpose of providing care.

25. Employees whose roles are designated 'community' will have their 'workplace' confirmed as being in the heart of the community. This will be 0.5 miles away from their home. The home to work and work to home return journey will be no more than 1 mile in total. The exception to this will be if the employee's first call of each day is less than 1 mile away from their home.
26. The second exception to Point 17 are the roles which are designated 'home'. These are the employees who have entered into a 'mutual agreement' with the Council to work 100% from home and their home has formally been confirmed as their work base.
27. The employee whose role is designated 'home', may make a travel claim from home for any necessary and reasonable business travel incurred during the working day. It is expected however that the employee whose role is designated 'home' will only incur business travel rarely and potentially never as their roles do not require them to work anywhere else.
28. The home to permanent workplace and permanent workplace to home commute will not be subject to re-imbursment of travel expenses or working time at any time of the working day where employees choose to return home during their working day only to return to their workplace later in that working day.
29. 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.

#### **DRIVING DOCUMENTATION CHECKS**

30. Employees who use their own vehicle for work must:
  - hold a valid driving licence,
  - have a current and valid MOT on their vehicle where the age of the vehicle requires this,
  - have current road tax on their vehicle,
  - have current vehicle insurance cover which includes appropriate business travel,
  - declare any health issues that may affect their ability to drive,
  - declare any points or convictions received.
31. Managers will generally entrust employees to have the above-mentioned checks in place. They can however request relevant documents in order to check them for general audit purposes and if necessary. Failure to provide the documents within a reasonable time, will result in any claims for mileage not being authorised until the documents have been produced.

#### **REIMBURSEMENT OF MILEAGE**

32. When submitting claims for mileage, employees must:
  - a. Ensure their vehicle registration is correct on self- service and/or on the form that they submit to claim their mileage if submitting a paper claim.
  - b. classify expenses properly;

- c. submit them for approval and on time;
  - d. keep and scan receipts for claimable expenses, ensuring a relevant VAT receipt, which is dated on or before the first date of travel that the claim covers and no earlier than one month before. Those using electric or hybrid vehicles should make domestic electricity bills available on request.
  - e. Ensure they have deducted their home to directed workplace travel from any claim as required before submitting it. This is important for all employees to remember when they have travelled from home to an alternative work location and/or travelled from an alternative work location to home. Only additional miles incurred in the undertaking of Council business can be claimed.
33. Managers will authorise any claims for mileage and ensure that all the journeys claimed for are necessary and reasonable in accordance with Financial Regulation 27.06 which states, 'The certification of expenses claims by or on behalf of the Head of Service shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenditure properly and necessarily incurred and that the fixed allowances payable by the Council are properly due'.
  34. All mileage claims must be claimed via official Council processes, on official Council claim forms, either via self-service or by hardcopy claim. All employees with access to self-service must make their claims in this way, no hardcopy claims will be accepted for employees who have access to self-service.
  35. Employees must be able to demonstrate that they have claimed the shortest, practical mileage, identified by Google maps, in relation to work journeys made. When assessing whether an employee has made the shortest, practical journey all health and safety considerations must be considered. Employees who have known health and safety concerns regarding a route that forms part of their work based travel are encouraged to raise any such concern with their Manager in advance of the journey.
  36. Employees must submit their mileage claims on a regular basis and any claims submitted more than six months after the mileage has been incurred will only be paid with the approval of their Director.
  37. Employees will certify that any claims are accurate and that the mileage has been incurred. Any employee who is found to have deliberately falsified a mileage claim or submitted false expense claims will be subject to disciplinary action.
  38. The cost of car parking and tolls can be reclaimed on the production of receipts for the cost incurred whilst undertaking work duties.

### **CLAIMING TRAVEL COSTS WHILST ON CALL/STANDBY/WORKING OVERTIME**

39. Employees who are called back to work with an overtime offer and who receive overtime rates of pay for that work, will not be eligible to claim any business mileage or travel time for travelling to and from the workplace for this purpose.
40. Employees who are called back to work without an overtime offer, will be able to claim business mileage and travel time for any unexpected and manager led necessitated second journey of that working day. Where the employee chooses themselves to return home only to return to work later during the working day, refer to point 28.

41. Employees who are required to work overtime at a location other than their confirmed workplace, and receive an overtime payment for doing so, will be able to claim the additional mileage that is more than their usual home to workplace mileage.
42. Employees who are either on call or on a standby shift will be able to claim the full mileage incurred if they are required to attend their workplace or other work location during this shift. This claim however will be subject to tax in respect of the home to workplace mileage incurred. The claim must show that travel was from home to work under this arrangement and for the purpose of relevant tax deduction.

## **CYCLE RATES**

43. To promote the use of cycles in line with the Council's health and wellbeing and sustainable development initiatives, a cycle mileage allowance can be claimed where employees use their own bike to undertake their duties. This does not include commuting to and from the confirmed workplace. This rate will be paid at the prevailing HMRC rate for cycles.
44. Such journeys will only be considered for short distances where the duration of travel would not constitute an excessive use of officer time. If an employee chooses to use this method of travel they must ensure that their pedal cycle is in a roadworthy condition and that they wear protective headgear at all times.
45. All mileage must be claimed via official Council processes, on official Council claim forms, either via self-service or by hardcopy claim. All employees with access to self-service must make their claims in this way, no hardcopy claims will be accepted.
46. According to HMRC rules, to claim this payment an employee must own the bike themselves. This means that any employee who has hired a bike via the Council's Cycle to Work Salary Sacrifice Scheme or is using a pool bike are unable to submit a claim for this payment. If the bike is purchased by the employee at the end of the scheme, they will become eligible to claim for their cycle mileage at the prevailing HMRC rate for cycles.

## **GREEN CAR SCHEME**

47. Employees who have joined the Green Car Scheme will be eligible to claim the Council's published mileage rates under that Scheme. However, as the car is classed as a company car for tax purposes employees will pay tax and National Insurance on the difference between the rate that the Council pays and the HMRC rate for company cars. The tax applicable to the mileage rate will be recovered by a change to employees' tax codes.

## **CLAIMING TAX RELIEF ON BUSINESS MILEAGE**

48. You may be entitled to tax relief, known as Mileage Allowance Relief (MAR), if your business journey starts or finishes at home. MAR is not an automatic entitlement and must be claimed. To qualify for MAR, you must be able to demonstrate to the HMRC that your attendance at a temporary workplace (i.e. not your permanent workplace) was necessary for the performance of your duties and not just a matter of convenience.



49. You can claim tax relief on the difference between the total miles travelled and the claimed miles (having taken off ordinary commute). If you wish to claim tax relief on total business miles rather than miles claimed, you will need to provide details at the end of each tax year via an on-line P87 claim form for "Income tax relief on employment expenses". You need to keep records of dates, mileage and details of all business journeys to allow you to complete the P87 (this will not be provided by the Council who will no longer submit a P11d on your behalf).

## **EXCESS TRAVEL**

50. Excess travel is only applicable when the Council has instigated a redeployment or change of workplace and not where the employee has requested a move, or the move is because of disciplinary action.
51. Employees who are redeployed into a post in a new workplace will be eligible to claim excess mileage if their journey to the new location is longer than the journey to their previous work location. The additional mileage will be for the shortest journey to the new location identified by Google maps.
52. Excess mileage will be paid at the prevailing HMRC rate.
53. Only additional expenditure incurred will be reimbursed. This will be the difference in the miles involved in travelling from the employee's home to the old workplace and the miles involved in travelling from the employee's home to the new workplace. Employees will receive payment for any additional miles that they actually travel.
54. Where there are no additional miles of travel, employees will not be eligible for any payment. Employees have to legitimately and reasonably incur additional travel expense in order to claim it.
55. In terms of public transport, the additional cost incurred will be reimbursed. Payment will be based on a maximum of two journeys per day except for posts that involve split shifts. A maximum of four journeys can be claimed in this circumstance.
56. If there is an increase in public transport costs linked to inflationary increase, the employee will be entitled to claim the difference between the old travel costs at the increased cost of the ticket and the new travel costs at the increased rate of the ticket.
57. Excess mileage travelled must be claimed for as and when incurred on the excess mileage declaration form. This will be for a maximum of eighteen months from the date of the first additional mile claimed. The right to claim for this additional mileage will cease earlier if the employee applies for and secures a post at a higher grade during the claim period or if their circumstances change so that they are no longer travelling the additional miles.
58. Employees are responsible for reporting any changes to their personal circumstances if it could affect the payment of the excess travel allowance. If an employee changes their home address, they must highlight this on the excess mileage declaration form and include the date from when the change of address took effect. The payment will be recalculated and if additional miles are still being travelled, the recalculated additional miles can be claimed for the balance of the eighteen months in line with point 57 above.

## **INTERPRETATION OF THE SCHEME**

59. In the event of a dispute relating to the interpretation of the scheme, the Head of People Services or a HR Service Manager along with a Corporate Director in consultation with the Cabinet Member for Corporate Services will make the final decision on interpretation.

## **REVIEW OF THE SCHEME**

60. A review of this scheme and procedure will take place when appropriate. Any amendments will be consulted on with all the relevant parties. However, in the case of amendments relating to legislative requirements, the scheme will be amended and reissued.

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