

This policy provides guidance to employees who undertake business journeys/ travel in connection with their employment with the Council.

It is essential that both employees and line managers authorising the claims are fully conversant with this policy to ensure that they are accurate and compliant when submitted.

Council policy and HMRC rules will be observed if claimants adhere to the following, if in doubt please contact the People Services Section for advice or assistance.

Business travelling expenses are travelling expenses which are incurred on

- Journeys which employees **have to** make in the performance of their duties
- Journeys which employees make to or from a place they **have to** attend in the performance of their duties – but not journeys which are ordinary commuting or private travel.

Tax relief is only available where travel is in the actual performance of the duties or where it is necessary, in a real sense, for the employee to attend the particular place on that occasion to perform the duties of employment.

Travel in the performance of employee duties i.e 'on the job' qualifies for tax relief.

Travel between permanent workplaces

It is usually clear whether or not a place is an employee's permanent workplace (and, therefore, whether a journey to or from that place is ordinary commuting i.e. travel between a permanent workplace and home or any other place which is not a workplace (a place where attendance is necessary for the performance of the duties of that employment) .

Travel between one workplace and another in connection with a single employment i.e. 'to the job' does not qualify for tax relief

Employees who work at home

Travel expenses from home to a permanent workplace will only qualify for tax relief if the journey qualifies as travel in the performance of the duties of the employment. Where a n employee performs substantive duties of their employment at home as an objective requirement of the job, their home may be accepted as a workplace. Where this is the case the employee will be entitled to tax relief for the expenses of travelling from home to other workplaces as their travel is in the performance of their job duties.

Submitting your claim

All claims for travel expenses must be submitted via the Employee Self Service online portal (ESS) including all travel/ expenses undertaken in the course of employment, including attendance at seminars/ courses/ conferences to keep up to date with current practice.

Online claims will be authorised by reporting managers. Tax relief/ PAYE deductions will be applied in accordance with HMRC rules.

It is essential that **all** sections of the form are completed including name, employee pay number, vehicle details and dates and times of journeys.

Where employees terminate their employment all outstanding claims must be submitted online before the last day of service.

Claims must be submitted by the 6th of the month following the month end. Submissions beyond these time-scales may result in non-payment of expenses.

Selecting a mode of transport

Where possible, all travel should be undertaken using the Councils fleet of pool cars.

Most of the travel incurred is within the Borough Council boundary, however where journeys are undertaken outside of the district for attendance at meetings/ seminars/ conferences prior consideration should be given to using the most economical means possible. For instance, use of public transport or car sharing.

A discussion should be held with the budget holder/ line manager, to consider the practicalities. In the case of longer journeys (over 100 miles return) employees may choose to use their own vehicle but will only be reimbursed the nearest equivalent rail fare. Even some local journeys to Sleaford, Lincoln or Grantham, can result in savings of up to £25 per journey and where practicable this should be considered. Car hire should also be considered as a cost-effective alternative method of travel.

For Rail bookings and cost consideration for journeys to be undertaken by rail please contact Business Support . Tickets will be either booked in advance or purchased using a corporate credit card.

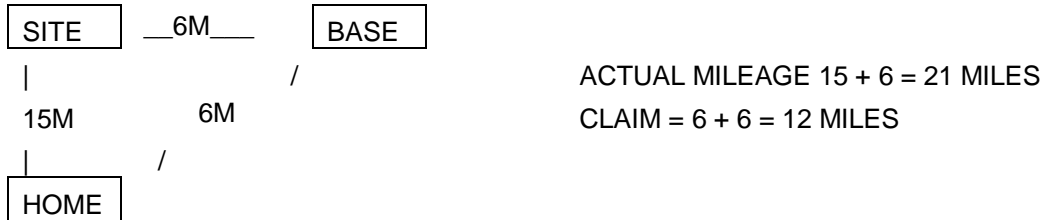
How to claim mileage

Claims should be rounded to the nearest mile and details of the journey to/ from and details provided. Additional comments can be added to the claim if deemed necessary.

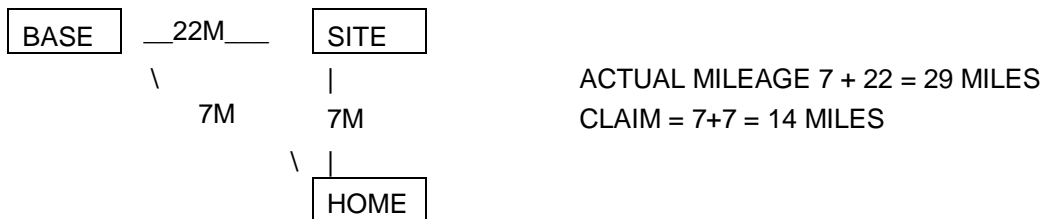
Most journeys will commence and end at the employee's base, however, where travel to a location(s) starts at home or base, ends at home/base or base is not visited at all the mileage to be claimed using the "*actual or notional; whichever is less*" principle – please refer to examples below.

Principle: actual or notional; whichever is less.

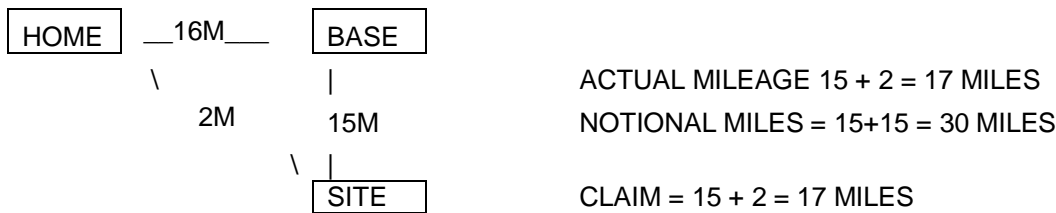
Travel from home to base



Travelling from base to site, then home



Travelling from base to site, then home (NOTIONAL)



Where staff submit a journey from home to site and return home they should reduce the total miles claimed for that journey by the normal home to base mileage that would have been incurred if they had attended at base that day. This may result in no mileage being reimbursed.

If you are in any doubt about the correct method of claiming please discuss the matter with your line manager/budget holder or alternatively contact People Services.

Claims submitted for reimbursement should be done so in compliance with the online declaration(s) including to roadworthiness of the vehicle, road fund licence, MOT and business car insurance. Claimants and line managers must be fully satisfied that claims are not in breach of the stated declaration.

Receipts

A fuel VAT receipt must be retained to substantiate all claims for business use and should be stored securely by the individual. The receipt should itemise the VAT registration number of the supplier and the amount of VAT charged. Employees will be asked at random to present receipts alongside their claims. Failure to comply may result in non-reimbursement of those journeys not supported by a receipt.

Reimbursement

Mileage rates payable will be in line with the rates set by the HMRC.

The approved mileage rates payable from **April 2011** are set out below:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

The People Services Manager is authorised to review and reject claims after submission if these guidelines are not considered by claimants or line managers.

Overnight stays and subsistence

Hotel accommodation should always be booked in advance through the People Services Section.

Meal allowances will only be paid for an evening meal and / or breakfast, where an overnight stay necessitates. No time limits will apply to when meals can be taken in these circumstances.

No other subsistence expenses, will be paid such as meal allowances/ reimbursement for other purchases made including whilst on training courses.

Receipts must be provided with claims although allowance rates (set out below) will not be exceeded).

Approved meal allowance rates from April 2014:

Breakfast up to £4.48

Evening Meal up to £7.64