

# Travel Policy



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## 1. Purpose

This policy outlines the Council's approach to the requirements and eligibility for pay and allowances for undertaking work related journeys and excess travel arrangements for employees who are redeployed or move work base.

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## 2. Scope

This Policy applies to all employees and reflects the claimable mileage and travel time reflective of the employee's profile type.

The policy also applies to student placements and volunteers who are not employed by the Council who are eligible to make work related travel claims.

Work related travel is defined as any journey undertaken in the direction of your duties, this includes attending seminars, conferences, ad hoc training and vocational training funded by the Council.



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## 3. Context for Policy Development

Aligned to the Council's People strategy, our people ambition is to be an **employer of choice** and enable our people to be:

- committed and motivated, being proud to work for Derbyshire and valued for their contribution.
- high performing and engaged, being clear about how their role contributes to the organisation's success and having a voice to participate.
- empowered and challenged to lead at every level, to take opportunities, manage risk and learn from mistakes with regular feedback on their performance.
- valued and trusted to find the right solution based on their knowledge and that of our colleagues, our partners and our wider communities.
- energised to be responsible for their wellbeing and safety and that of their colleagues, supported to create enabling environments to succeed.

Our policy development work enables achievement of our people ambition.

The guiding principles that will underpin our working arrangements are as follows:

- Our culture and associated working arrangements are built on **mutual trust**.
- The Council recognises the importance of **flexibility**, the need to reduce our **carbon footprint** in delivering its services to residents and communities. All employees have a responsibility to take the most appropriate and **sustainable** method of transport, co-ordinating travel, where possible, to keep the number of separate car journeys to an absolute minimum.
- You must travel by the **most cost-effective route** and should only undertake Council work related journeys that are absolutely necessary.
- All travel arrangements should be **agreed with your line manager**.

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## 4. Economical and sustainable travel

Before authorising mileage and expenses, managers should consider whether alternative means of transport/communication would have been more appropriate than driving. Read here about [alternatives to travel](#).

Information on alternative and sustainable ways to travel, including the use of our fleet of electric pool vehicles (and electric bicycles for shorter journeys), is available on Our Derbyshire at [Smarter Travel](#).

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## 5. Using an electric pool car

If you need to make an essential work-related journey you should use one of the electric pool cars rather than your own vehicle if you are travelling from or near a site where these are made available, wherever possible. The exception to this will be when there are no pool cars available for the dates and times that you need one.

You can register and book one of our electric pool cars for work related travel [here](#).

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## 6. Work related travel by car

If you use your own car for official journeys, you must ensure that your motor insurance policy covers you for 'business use' and indemnifies the council (as employer) against third party claims or policy excess charges. It should be noted that the whole of your motor insurance cover would be invalidated if using the vehicle on council work related activity when only covered for social and domestic purposes. You don't need to be covered for 'business use' if you only use your vehicle to commute to and from your work base. For further information about business insurance classes see [here](#).

If you use your car on official work-related activity you must also be in possession of a current full valid driving licence for the vehicle you are driving and ensure that the vehicle is in a roadworthy condition prior to the commencement of and during the journey. Where required the vehicle should have a current MOT certificate. Any reasonable parking fees etc, incurred during the journey will be reimbursed. Receipts should be retained in support of any claim. Further information on using your own vehicle is available on [travelling to work](#).

You have sole responsibility for fines and penalties, such as fixed penalty parking fines.

On at least an annual basis, you will be required to produce your current driving licence, motor insurance policy, and evidence of your MOT for your manager to check and confirm validity.

If you wish to suggest a reasonable alternative to providing a car for work related activity, this must be discussed with your line manager.

Mileage allowances for work related activity fall into 2 categories:

- Journeys of less than 110 miles round trip. You can use your own vehicle for authorised journeys which are less than 110 miles in total. However, alternatives to using your car (for example, public transport and electric pool

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cars) should be investigated to ensure travel in the most cost and time efficient way.

- More than 110 miles round trip. Where it is anticipated that a journey will be in excess of 110 miles, you should assess the most cost and time effective mode of travel (electric pool car, own car, train, hire car). Comparing the cost of mileage, hiring a car (including the cost of delivery) and train tickets will show you the most cost-effective mode of travel for your journey.

Register to book an electric pool car, arrange car hire via the designated office and claim for any fuel purchased, or travel by standard class rail, if appropriate. On occasions, mileage may be reimbursed for journeys over 110 miles on the proviso that reasonable effort has been made to keep the mileage under 110 miles and electric pool car, car hire and other methods of transport have been considered.

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## 7. Employee profiles and what can be claimed

### **Travel terminology:**

**Base** – your contractual base location

**Duty** – A work location that is alternative to your contractual base location

**Home** – your home address, as held on your personnel records

### 7.1 Fixed based employees

#### **Travelling to your base from home**

The council is not responsible for the cost incurred in travelling from home to work, the travel time to your base will be in your own time.

If you are required to commute to work due to working additional hours on a 6<sup>th</sup> or 7<sup>th</sup> working day, you are able to claim mileage or your public transport fees to commute to work, however this will be taxable.

#### **Travelling to alternative work location (duty) from home**

If you are required to use your vehicle to travel to an alternative work location (duty);

- and your mileage is greater than the miles to travel to your base - you can claim all mileage over and above your normal commute i.e. you are required to deduct your usual mileage from home to your base from your first journey and from your base to your home on the return journey.



- and your travel time is greater than the time to travel to your base - you can claim the additional time as plain time i.e. you are required to deduct your usual travel time from home to your base from your first journey and from your base to your home on the return journey. All travel time is paid at plain time.

If you normally travel to work by public transport:

- and the cost to travel to an alternative work location (duty) is higher than your normal bus/rail journey, you can claim the additional cost incurred, submitting your travel receipts with your claim.
- and your travel time is greater according to the bus/train time table, you can claim the additional travel time reference in the bus/train timetable. All travel time is paid at plain time.

### **Travelling to an alternative work location (duty) from your base**

If you are required to use your vehicle to travel to an alternative work location (duty) from your base;

- you should claim all mileage and travel time from your base to duty and from duty to base if you are returning to your base. Work related travel time will be paid at the appropriate rate, including overtime.
- If you travel home directly from duty then you are required to deduct your usual mileage and travel time from your base to your home on the return journey

If you are required to travel to an alternative work location (duty) from your base using public transport:

- you can claim the additional cost incurred for bus /train journeys undertaken, submitting your travel receipts with your claim.
- You can claim the work-related travel time to duty from base at the appropriate rate. All journeys should be planned to ensure work duties and travel time are efficiently managed. Contingency arrangements should be discussed and agreed with your manager in the event there is a change to the planned arrangements.

If you choose to travel back home during the day or to another location and return to your base or duty, you cannot claim for the additional mileage, public transport fees or travel time.

## **7.2 Flexible based employees**

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## **Travelling to your base from home**

The council is not responsible for the cost incurred in travelling from home to work, the travel time to your base will be in your own time.

If, however, you are required to commute to work due to working additional hours on a 6<sup>th</sup> or 7<sup>th</sup> working day, you are able to claim mileage to commute to work, however this will be taxable.

## **Travel to alternative work location (duty) from home**

If you are required to use your vehicle to travel to an alternative work location (duty);

- and your mileage is greater than the miles to travel to your base - you can claim all mileage over and above your normal commute i.e. you are required to deduct your usual mileage from home to your base from your first journey and from your base to your home on the return journey.
- and your travel time is greater than the time to travel to your base - you can claim the additional time as plain time i.e. you are required to deduct your usual travel time from home to your base from your first journey and from your base to your home on the return journey. All travel time is paid at plain time.

If you normally travel to work by public transport:

- and the cost to travel to an alternative work location (duty) is higher than your normal bus/rail journey, you can claim the additional cost incurred, submitting your travel receipts with your claim.
- and your travel time is greater according to the bus/train time table, you can claim the additional travel time reference in the bus/train timetable. All travel time is paid at plain time.

## **Travel to an alternative work location (duty) from their base**

If you are required to use your vehicle to travel to an alternative work location (duty) from your base;

- you should claim all mileage and travel time from your base to duty and from duty to base if you are returning to your base. Work related travel time will be paid at the appropriate rate, including overtime.
- If you travel home directly from duty then you are required to deduct your usual mileage and travel time from your base to your home on the return journey

If you are required to travel to an alternative work location (duty) from your base using public transport:

- you can claim the additional cost incurred for bus /train journeys undertaken, submitting your travel receipts with your claim.



- You can claim the work related travel time to duty from base at the appropriate rate. All journeys should be planned to ensure work duties and travel time are efficiently managed. Contingency arrangements should be discussed and agreed with your manager in the event there is a change to the planned arrangements.

If you choose to travel back home during the day or to another location and return to your base or duty, you cannot claim for the additional mileage, public transport fees or travel time.

## 7.3 Field based employees with a nominal base

If you are a field based employee who has a nominal work base which is attended infrequently and you are required to work at various locations, claims from home to duty and from duty to home are limited to the following:

- time in excess of 30 minutes in a single journey (paid at plain time)
- mileage in excess of 5 miles in a single journey

Subsequent duty to duty work journeys undertaken in between the first and last journey are not subject to deduction.

Additional travel time to duty beyond 30 minutes in a single journey will be paid at plain time.

If, however you are required to commute to work due to working additional hours on a 6<sup>th</sup> or 7<sup>th</sup> working day, you are able to claim mileage to commute to work, however this will be taxable.

Where employees are rostered to undertake a split shift e.g. a morning and evening shift with an extended break in between the shifts, they should deduct the mileage and travel time as outlined above from their first and last journey of the day. Separate provisions apply for Standby and Recall to Work Duty.

## 7.4 Field based employees with a fixed base

### **Travelling to your base from home**

The council is not responsible for the cost incurred in travelling from home to work, the travel time to your base will be in your own time.

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If, however you are required to commute to work due to working additional hours on a 6<sup>th</sup> or 7<sup>th</sup> working day, you are able to claim mileage to commute to work, however this will be taxable.

### **Travel to alternative work location (duty) from home**

If you are required to use your vehicle to travel to an alternative work location (duty);

- and your mileage is greater than the miles to travel to your base - you can claim all mileage over and above your normal commute i.e. you are required to deduct your usual mileage from home to your base from your first journey and from your base to your home on the return journey.
- and your travel time is greater than the time to travel to your base - you can claim the additional time as plain time i.e. you are required to deduct your usual travel time from home to your base from your first journey and from your base to your home on the return journey. All travel time is paid at plain time.

If you normally travel to work by public transport:

- and the cost to travel to an alternative work location (duty) is higher than your normal bus/rail journey, you can claim the additional cost incurred, submitting your travel receipts with your claim.
- and your travel time is greater according to the bus/train time table, you can claim the additional travel time reference in the bus/train timetable. All travel time is paid at plain time.

### **Travel to an alternative work location (duty) from their base**

If you are required to use your vehicle to travel to an alternative work location (duty) from your base;

- you should claim all mileage and travel time from your base to duty and from duty to base if you are returning to your base. Work related travel time will be paid at the appropriate rate, including overtime.
- If you travel home directly from duty then you are required to deduct your usual mileage and travel time from your base to your home on the return journey

If you are required to travel to an alternative work location (duty) from your base using public transport:

- you can claim the additional cost incurred for bus /train journeys undertaken, submitting your travel receipts with your claim.

- You can claim the work related travel time to duty from base at the appropriate rate. All journeys should be planned to ensure work duties and travel time are efficiently managed. Contingency arrangements should be discussed and agreed with your manager in the event there is a change to the planned arrangements.

If you choose to travel back home during the day or to another location and return to your base or duty, you cannot claim for the additional mileage, public transport fees or travel time.

## 7.5 Home based employees

Home-based employees will carry out their duties at home however they will have a nominal base that they may be required to attend on occasion in accordance with service need.

### **Travelling to your nominal base from home**

The council is not responsible for the cost incurred in travelling from home to work, the travel time to your base will be in your own time.

If however you are required to commute to work due to working additional hours on a 6<sup>th</sup> or 7<sup>th</sup> working day, you are able to claim mileage to commute to work, however this will be taxable.

### **Travel to alternative work location (duty) from home**

If you are required to use your vehicle to travel to an alternative work location (duty);

- and your mileage is greater than the miles to travel to your nominal base - you can claim all mileage over and above your normal commute i.e. you are required to deduct your usual mileage from home to your nominal base from your first journey and from your base to your home on the return journey.
- and your travel time is greater than the time to travel to your nominal base - you can claim the additional time as plain time i.e. you are required to deduct your usual travel time from home to your base from your first journey and from your base to your home on the return journey. All travel time is paid at plain time.

If you normally travel by public transport:

- and the cost to travel to an alternative work location (duty) is higher than your normal bus/rail journey, you can claim the additional cost incurred, submitting your travel receipts with your claim.
- and your travel time is greater according to the bus/train timetable, you can claim the additional travel time reference in the bus/train timetable. All travel time is paid at plain time.

## 8. Standby Duty and Recall to Work

Mileage undertaken responding to standby duty or recall to work will be claimable at the current HMRC rate of 45p per mile.

Travel time for standby duty and recall to work is **not** claimable.

## 9. Calculation of mileage

Mileage claimed must be calculated on the basis of the most reasonable route for the journey. The following are some useful website links to help you plan your journey:

- [Traveline Information Ltd](#)
- [RAC Route Planner](#)
- [East Midlands Trains](#)
- [Northern Rail](#)

Using the route RAC Route planner [here](#) you can input full address or known postcode to calculate the claimable mileage.

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## 10. Excess Mileage

If your contractual work base is changed by the council and you are relocated to a new place of work which falls outside of a 5 mile radius of your current contractual work base, you may claim the additional mileage on the days that you travel to the new work base. All calculations are based on AA Route Planner to determine eligibility and level of excess mileage payment.

For part time employees you will receive excess mileage based on your existing travel arrangements, if you choose to increase hours as a result of redeployment/relocation any additional commuting travel will not receive excess mileage or travel time payments.

Excess mileage is the additional mileage from home to the new contractual work base and back home. Excess mileage is taxable and can be claimed for a maximum of 3 years.

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Please ensure excess travel is claimed as taxable rather than work related mileage on WorkPlace. Speak to HR Services for further advice.

Whilst it is not a council requirement for you to have 'business use' on your motor insurance policy to claim 'excess mileage' due to a change of base, you should check with your own motor insurance company prior to your relocation to a new place of work.

Employees redeployed/relocated who do not travel by car will be able to claim excess travel expenses based on the most cost efficient method of travel via bus/train to your new work base.

Fixed base workers redeployed into a field-based role with a nominal base that is visited infrequently and relief workers will not be entitled to excess mileage.

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## 11. Excess travel time allowance

An excess travel time allowance is also payable for a period not exceeding 3 years, provided that the additional daily travelling time exceeds half an hour. Excess travel time is paid on a pro-rata basis for part time employees dependent on the number of days and weeks you are expected to travel to the new contractual work base:

- up to half hour a day - nil
- up to 1 hour per day - £450 per year
- over 1 hour to 1½ hours per day - £619 per year
- over 1½ hours per day - £774 per year

For part time employees you will receive excess travel time based on your existing travel arrangements, if you chose to increase hours as a result of redeployment/relocation any additional commuting travel will not be included in excess time calculation.

Employees redeployed/relocated who do not travel by car will be able to claim excess travel time based on the most cost-efficient method of travel. The amount of excess travel time that can be claimed is calculated using the bus/train timetabled journey to your new work base.

Employees redeployed/relocated who do not travel by car will be able to claim excess travel time based on the additional commuting time as outlined by bus/train timetables.

### **Example:**

Employee works part-time (18.5 hrs/week – travels 3 days per week Mon-Weds). Contractual work base moves over 5 miles from the current contractual work base:

- Home to current work base: Alfreton to Matlock 18 miles round trip/45 minutes
- Home to new work base: Alfreton to Bakewell 38 miles round trip/1hr 40 mins

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**Additional mileage:** 20 additional daily miles travelled 3 days per week = 60 miles per week. This additional mileage can be claimed (for a maximum of 3 years) only for the days the employee is expected to regularly travel to/from the new work base.

**Additional travel time:** Up to 1 hour additional travel time each day = £450 per year x 60% (3 days) = £270 per year (for a maximum of 3 years) where the employee is expected to regularly travel to the new work base 3 days per week.

**Term-time employee:** If this employee worked term time, ie. 38 weeks per year the £270 would be divided by 365 and multiplied by 304.5 payment days = £225 per year.

**Split shift employee:** If this employee is required to travel from home to their work base/work location twice each day then the whole additional travel time would be eligible.

During the 3 year period you must ensure that you notify your manager/HR Services if you change home address to nearer the new contractual work base. If you choose to move further away from the new contractual work base, you will not be entitled to claim further additional mileage or additional travel time.

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## 12. How and when to make a mileage claim

All claims for car mileage should be submitted via WorkPlace at the end of each calendar month and authorised as appropriate. Claims must be submitted within 3 calendar months of undertaking the journey. A late claim will not be paid except in exceptional circumstances and with Executive Director approval. A guide on how to record travel claim on Workplace is available [here](#).

If you do not have access to WorkPlace you should claim mileage by submitting the 'Employee Mileage Claim Form' (CO6(a) attached to this page, signed by your manager to HR Services (original forms are required). If you submit your mileage on a 'craft timesheet' please ensure that you complete the latest version of the form and provide this to your line manager for authorisation.

All claims submitted either via WorkPlace or by completion of the mileage form must record accurate vehicle details which include engine size and fuel type. If you change your car then you will need to complete the 'Notification of a change of vehicle' form attached to this page and email to HR Services at [pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk) to update their records. In the meantime, if you make a claim on WorkPlace prior to the vehicle details being updated by HR Services you must manually adjust the vehicle details.

If you submit a paper mileage claim form and change your vehicle please tick the appropriate box on the mileage claim form and record the date of change.



Claims made electronically will be processed and paid with 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.

Current mileage rates 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. An approved passenger is any elected member, a person employed by the council, an agency employee or volunteer who is working with and on behalf of the council and is travelling in a vehicle owned and driven by a council employee. The driver must be authorised to travel as part of their role and journeys must be for work purposes only.

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.

Service users and employees from partner organisations, contractors and other bodies are not approved passengers therefore the additional 5p per mile cannot be claimed.

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## 13. VAT receipts

You must obtain VAT receipts for fuel used on work journeys and these must be kept in an orderly fashion for a period of 6 years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.

Government guidance for provision of VAT receipts for charging electric vehicles is currently under review, see more information [here](#).

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## 14. Qualification courses and training

If you travel to an approved qualification course or exam, college or university, you can claim travel expenses for any miles travelled over and above your normal journey to your contractual work base paid at current HMRC rates of 45p per mile.

## 15. Public transport

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The same principles apply to employees who incur travel fares in the course of undertaking their duties.

Where alternative means of public transport exist (for example 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.

All employees travelling by rail will travel standard class unless specifically agreed by their Executive Director. Where possible, tickets should be purchased in advance. If travelling 'locally', say from Matlock to Derby, buy your ticket at the station and reclaim through WorkPlace – this saves the £1.50 printing and booking charge.

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## 16. 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, for example if public transport is not available. Receipts are required.

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## 17. Related documents

- [Notification of a change of vehicle details \(11KB\)](#)
- [Mileage claim form CO6\(a\) \(100KB\)](#)

