



Travel Policy

This policy outlines the Council's approach to the requirements and eligibility for pay and allowances for undertaking work related journeys.

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Related policies/guidance:

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If you have any questions about this policy, or require any further support, please contact the HR Team on 0115 914 8289 or by email to hr@rushcliffe.gov.uk

Please note:

- This policy applies to all employees within Rushcliffe Borough Council unless stated otherwise within the policy.
- This policy does not form part of contracts of employment.
- Rushcliffe Borough Council reserves the right to amend this policy from time to time.

1.0 Policy Statement

Some employees are expected to travel in their own vehicles for work related duties and it is important that they can claim for the cost of mileage and the travel time for these journeys where appropriate. This policy aims to ensure fairness and consistency with this.

2.0 Scope

This Policy applies to all employees and agency staff where eligible and reflects the claimable mileage and travel time.

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.

This policy is applicable for all travel mileage and time, whether you were planning to work from an office base or from home.

All employees will be employed with a given work base.

3.0 Definition

Standard Commute Mileage – normal home to work base and work base to home mileage.

Standard Commute Time – normal time to travel from home to work base and work base to home.

4.0 Mileage

Mileage can only be claimed once your total daily mileage exceeds your Normal Commute Mileage from home to your designated work base. This means when submitting mileage claims you must deduct your Standard Commute Mileage from your total miles driven that day, not the miles you have driven to/from your first/last appointment. See Appendix 1 for working example.

5.0 Travel Time

Personal travel time is considered your journey to/from your first/last visit or work location each day, whether this is the Arena or any other location.

If your journey to/from your first/last visit or work location is greater than your Standard Commute Time, you can consider the additional as work travel time.

Work travel time is considered any journeys that you take during the working day over and above your first/last journey of the day. This travel time counts towards your hours worked that day.

6.0 Appendix 1

Deduction of commute mileage and travel time – worked examples

The following examples illustrate the correct procedure, for someone whose:

- Daily commute is 40 miles (20 miles each way) – Standard Commute Mileage
- Daily commute time is 80 minutes (40 minutes each way) – Standard Commute Time
- Designated work base is the Arena

Journeys	Total miles travelled	Miles claimed	Total Minutes Travelled	Total Minutes classed as 'Work Travel'
Home to Arena 20 miles, 40 minutes Arena to Home 20 miles, 40 minutes	40 miles	0 miles (standard commute)	80 minutes	0 minutes (no different as normal commute)
Home to Visit 30 miles, 60 minutes Visit to Home 30 miles, 60 minutes	60 miles	20 miles (60 miles minus 40 mile commute)	120 minutes	40 minutes (additional minutes over normal commute time 120 – 80)
Home to Visit 10 miles, 20 minutes Visit to Arena 20 miles, 40 minutes Arena to Home 20 miles, 40 minutes	50 miles	10 miles (50 miles minus 40 mile commute)	100 minutes	40 minutes (for travel time from first visit until commute home)
Home to Visit 5 miles, 10 minutes Visit to Visit 5 miles, 10 minutes Visit to Visit 5 miles, 10 minutes Visit to Home 5 miles, 10 minutes	20 miles	0 miles (travel distance is less than standard commute)	40 minutes	20 minutes (for travel time from first visit until commute home) (although total travel time is less than normal commute time)