

## **Excess Travel Arrangements - Frequently Asked Questions**

- Q.** Who is eligible for excess travel costs?
- A.** All employees who are transferred or relocated to a new workplace as a result of reorganisation of Services or work arrangements, or by other circumstances beyond an employees control and not referred to in their terms and conditions of employment.
- Q.** When can excess travel costs be applied?
- A.** When an employee incurs additional travelling expenses when travelling to a new workplace when they meet the above criteria.
- Q.** What are excess travel costs?
- A.** Reimbursement for additional travel costs that an employee will incur when travelling to a new workplace when they meet the above criteria.
- Q.** For what period of time can an employee claim excess travel costs?
- A.** Reimbursement is payable for four years.
- Q.** What allowances can be claimed for excess travel costs?
- A.** Second class train and/or bus fares; or mileage allowance payable at 25 pence per mile.
- Q.** Can employees claim excess travel costs when absent from work?
- A.** Excess travel costs can only be claimed where the employee has actually attended work and no claims can be made for periods of absence eg annual leave, sick leave etc.
- Q.** What happens when an employee applies for and secures a new post or is promoted?
- A.** The reimbursement of excess travel costs should cease with effect from the date of the change of circumstances.

- Q.** What happens if an employee moves house during the four year period?
- A.** If an employee moves further away from their new workplace they will still be entitled to excess travel, however the amount they can claim will not be increased. However, if they move nearer to their new workplace their eligibility will be reviewed by their manager.
- Q.** What amount of mileage can be claimed for car users?
- A.** The mileage claimed should be home to current work mileage minus home to previous work mileage and not total mileage covered.
- Q.** What happens if an employee is relocated again?
- A.** If an employee is relocated again within the four year period and additional costs are still incurred from original claim by employee then any change to circumstances will be reviewed by manager and discussed with the employee and new terms may be agreed.
- Q.** How will I apply excess travel costs when an employee works in more than one location?
- A.** An employee normally has one permanent work base and when they are expected to travel to other work locations business mileage should then be claimed from the permanent work base to temporary work location. (See [examples](#))