

**HR Guidance**

**Travel and Subsistence**

Frequently Asked Questions

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# Where do I go to see the current guidance on travel expenses and examples of how this should be calculated?

All the current guidance can be found on Intouch at: http://www.intouch.ccc/humanresources/policiesprocedures/payallowances.asp

Under Single Status will the policy and rates for travel expenses change?   
  
A revised scheme on travel and expenses, which will include the arrangements negotiated as part of single status, is currently being developed. This revised scheme will be applicable to all employees within the council. Guidance will be published once the review is complete.

# Can I claim mileage from home to work?

Employees are responsible for their own home to work travel and cannot claim travelling expenses between home and their normal work base. The only exception is if employees are called out in an emergency and have to undertake an extra home to work journey.

In addition, when employees are relocated to a new base they may be entitled to reimbursement of additional mileage incurred.

This is claimed using an Additional Travel Assistance form, please see link below:

<http://www.intouch.ccc/eLibrary/Content/Intranet/536/671/1101/6328/4084892946.doc>

# What can I claim when visiting a site away from my normal work place?

When employees visit a base away from their normal work place and they are travelling from their work place, they can claim the actual mileage between the site and their work place.

# What can I claim if I travel to a site but go there directly from home?

When travelling from home to a site which is not their normal work place, employees should deduct the notional home-to-base miles that would have been incurred, had the individual travelled to their base, from the mileage being claimed for the journey.

# When do I need to submit my travel claim?

Authorised paper mileage claims for should be sent to the HR Service Centre by the 5th of the month, for inclusion in that month’s salary. Online claims authorised by the 15th of the month.

The HR Service Centre is based at the Parkhouse Building, Kingmoor Park, Carlisle.

Who can authorise my travel claim?   
  
Travel claims must be approved by an approved manager, usually your direct line manager. If you are unsure, check with your manager.

# What information do I need to include on my travel claim?

When completing claims forms it is important to ensure that sufficient information is included so that those authorising claims or checking claims can confirm the claim.  
For example details should be included of all places visited.

# When travelling long distances what capping rules apply?

All journeys are capped at 100 miles.   
For journeys that exceed these limits, employees should either:  
  
a) Use a hire car, or   
b) Use their own car and claim the hire car equivalent rate, less notional home to base mileage.

This capping applies to journeys where just one site is visited and also where a number of sites are visited. When visits are made to more than one site in a day, the details should be recorded for that day. It is not acceptable to seek to avoid capping by showing the individual legs of the journey separately.

# Are there standard mileages for journeys?

The travel and subsistence scheme includes an illustration of distances in Cumbria based on AA route planning information. The information was included to facilitate the checking of claims but can also be used when submitting claims. The presumption is that all mileage claims should be in line with standard distances; claims for distances greater than standard need to be fully justified.

# Can hire cars be used for short journeys?

Hire cars should be used for journeys over 100 miles.

# If I exceed my upper mileage limit (10,000 miles), can I use a hire car for the rest of the year?

Mileage rates are contingent on the number of miles travelled in a year. When the number of miles claimed exceeds 10,000 miles, a lower reimbursement rate is applied. For example, casual car users, when the cumulative mileage travelled exceeds 10,000, the rate per mile then falls (from 45p to 25p a mile). It is not acceptable to use hire cars to avoid having to claim at the reduced rate; hire cars can only be justified where the journey is greater than 100 miles for casual car users.

# Can first class travel be used?

Wherever possible standard class rail travel should be used.   
First class travel can be used where a business case is specifically approved in advance by your Corporate Directors and a travel warrant has been obtained. The travel and subsistence system should not be used for claiming reimbursement for first class travel.

# Can taxis be used?

Where it is advantageous to travel by taxi then the actual expenditure will be reimbursed.   
The expectation is that employees would seek to use public transport where possible.   
For travel in London employees would normally be expected to use the tube or bus services.

# Can I claim when using a cycle?

Employees should consider the cost of their time if choosing to cycle rather than use other forms of transport. Claims for 45 or 50 miles on a single journey could be subject to scrutiny or media questioning. Managers should consider whether cycle journeys which take more than an hour are likely to provide value for money.

Whilst use of cycles for long distances might be isolated, it highlights a general point – employees should ensure that any claim they submit would not cause embarrassment to the Council if it were to be made public.

# What are the rules on overnight accommodation?

The expectation is that where employees have to visit sites away from their base in Cumbria, they would normally return home before the end of the working day (22:00hrs) unless there is a strong business case for staying overnight. Such considerations would include attending evening meetings.

# Can I submit and get approval of a travel claim in advance of making the journey?

In submitting claims forms, employees certify that they have undertaken the journeys recorded. Similarly those approving the claim are endorsing that the journeys have taken place. Travel claims should not be submitted/approved in advance of the actual event.

What is a P11d?  
  
A P11d. is a form employers complete and return to HMRC giving details of any taxable benefits and expenses made to employees within the previous tax year.

If you are due a P11d (Casual Users are currently paid HMRC tax free rate so would not receive one) it will be emailed annually, usually July, to your CCC email address. At this moment they are not available on My HR.   
  
If you have not received a P11d statement and think you are due one, please raise a ticket via the HR Service Help Desk.

# [Link to: Travel on Council Business](http://www.intouch.ccc/counciltravel/default.asp)