



New guidance for travelling on business

We have now launched new guidance on travel expenses to make it easier to understand the options available to you when travelling on business. This may not apply to many of you reading this update but it does apply to some of you. The new guidance is designed to explain the council's travel scheme/ policy and clarify the wide range of options available to staff travelling on business.

The key messages are:

- When claiming over 100 miles in any one day, remember the first 100 miles is paid at the normal rate, but any mileage after that will be paid at the lower rate. Please ensure your claim reflects this.
- When travelling on council business, remember to 'deduct' your home to work mileage. This is quite complicated depending on where you live so here are some case studies to help bring this to life.

Case studies



Gavin's...

work base is West Cumbria House in Workington. He

lives in Workington. He has a short meeting in Penrith in the morning and another meeting in Carlisle in the afternoon. Gavin travels from Workington to Penrith for his first meeting which only lasts an hour. He then returns to base at Workington. He clocks up 82 miles on this journey. He then sets off again in the afternoon for his meeting in Carlisle, after which he returns to his home in Workington. On this journey, he travels 68 miles. His total mileage for the day is 150 miles.

Gavin should have considered a video conferencing call in the first instance in order to reduce his need to travel. In the second instance, he could have organised his diary and tried to arrange the one of his meetings for another time when he was travelling to that area. Thirdly, he could have considered changing the times of the meetings allowing him to travel straight on to Carlisle from Penrith. Lastly, he could have gone straight to Carlisle after his meeting in Penrith and hot desked from there, which would have enabled him to reduce his business mileage by taking a more efficient travel route.



Felicity's...

work base is Cumbria House in Carlisle, however she

lives in Kendal. This means her usual daily commute from home to base is 94 miles (round trip). Today Felicity has an early meeting in Workington. Felicity travels in her own car from her home in Kendal to a meeting in Workington. The meeting finishes at 4.00pm so Felicity leaves the meeting and goes straight home. She has travelled 104 miles in total from Kendal to Workington and back home again.

Felicity would only be able to claim 10 miles because the Travel and Subsistence policy states that employees must deduct their normal home to base miles from their travel miles.

For example:

- Felicity travelled 104 miles to the meeting and home again.
- She must deduct the 94 miles, regular home to base mileage.
- This leaves 10 miles to claim on her expenses.



Case studies (continued)



Samira...

is based at Craven House in Barrow-in-Furness. She also lives locally in Barrow in Furness. She has a training session to attend which is being held in Carlisle. This will amount to a total round trip of 174 miles. Samira has to set off early and knows she won't be home until late therefore, she decides to use her own car for the journey.

As Samira is travelling over 100 miles, she should have followed the guidance set out in the Travel and Subsistence Policy and booked a hire car. Hire cars can be delivered to your home address, as well as your work base, which may be useful if you are setting off early or returning late.

As a result of opting to use her own car, Samira will be reimbursed for:

- 100 miles at the full rate (45 pence per mile).
- 74 miles at the hire car equivalent rate (15 pence per mile).



Marcus...

lives in Brampton, a town outside of Carlisle. His work base is Parkhouse in Carlisle. This means his usual daily commute from home to base is 20 miles (round trip). Marcus has a busy day. He is travelling to Penrith for a meeting, then to Kendal, then to Millom and then back home to Brampton. His total round trip from his home in Brampton is 174 miles. None of these meetings can be done by Skype or conference call.

As Marcus is travelling over 100 miles, he should have followed the guidance set out in the Travel and subsistence Policy and booked a hire car. Hire cars can be delivered to your home address, as well as your work base, which may be useful if you are setting off early or returning late. After deducting his usual home to work mileage, Marcus's remaining business mileage was 154 miles.

As a result of opting to use his own car, Marcus will be reimbursed for:

- 100 miles at the full rate (45 pence per mile).
- 54 miles at the hire car equivalent rate (15 pence per mile).



Sally...

is based at Cumbria House in Carlisle however, she lives in Penrith. Her home to work mileage is 40 miles return. Today, Sally has travelled into the office as normal as she has a number of meetings at both the start and end of the day. These are all planned to be held in Cumbria House. At lunchtime, Sally gets an urgent request to attend a meeting in Penrith (which is a 38 mile return trip). When her meeting in Penrith finishes, she travels back to Cumbria House to attend the rest of her meetings.

Sally can claim the full mileage of 38 miles, as it is in addition to her normal home to work mileage. She had already travelled to her work base that morning therefore she does not need to deduct her home to base mileage from her business miles. She will however, need to state on her expense claim that this journey was in addition to her normal home to base mileage.