

EXCESS TRAVEL COSTS POLICY AND PROCEDURE

Approval

JNC consulted and agreed	29 June 2015
Staffing Committee	

Version Control

Version 1	29 June 2015
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Responsible Officer

Version 1	Julie Fisher-Jones	29 June 2015
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Other sources of information

Staff Additional Travel Expenses Form

Excess Travel Costs Policy and Procedure

1 Scope

1.1 This policy applies to existing employees in all grades whose posts are transferred from one site to another. The policy does not apply where the change of site is at the member of staff's request or because of promotion.

1.2 The policy does not apply to posts which normally entail travelling between campuses/sites.

1.3 The policy does not apply to agency workers or self-employed contractors.

2 Policy

2.1 The University will meet the additional travel costs incurred by qualifying employees whose post has transferred from one site to another, for a maximum period of two years. Where building or related work extends beyond this period, the position will be reviewed as to whether the payment period will be extended.

2.2 Heads of Directorates/Faculties who are considering relocation of posts on a temporary or permanent basis, will need to assure themselves of the availability of budgetary funding to meet the cost of paying excess travel costs. The People Directorate will provide an indication of staff likely to meet the qualifying criteria. Finance Directorate may be asked for assistance with the calculation of costs.

3 Procedure

3.1 If the employee incurs additional travel costs because their post has been moved, the excess cost can be claimed subject to the conditions set out below. Claims should be made using the form "Staff Additional Travel Expenses".

3.2 Payment will be based upon the difference in cost between the old journey and the new journey from home to base, either by public transport or car mileage whichever is actually used. The claim must be based upon the cheapest possible public transport rate or the shortest reasonable mileage and may not exceed the cost or mileage of the return journey between the old and new sites. Car parking charges will not be reimbursed.

3.3 Any change of home address must be notified to the People Directorate. If the employee moves home which results in a more expensive journey, entitlement to Excess Travel costs will be limited to the amount previously payable. If the employee moves home which results in a less expensive journey they must resubmit a revised claim.

3.4 Any further change of place of work within the two year period will entail a re-assessment of entitlement to excess travel costs.

3.5 If the employee is promoted or transfers again at their own request entitlement to excess travel costs will end from the date of the promotion or new transfer.

3.6 Payment will be made by assessing the total cost for the period of entitlement, which will then be divided by the number of months within the period (normally 24), and paid by monthly instalments for the remainder of the period. The calculation allows for annual leave. Payment will be via Payroll. However appropriate consideration is given to reflect the taxability of this compensation. This does not count as pensionable pay.

3.7 Reimbursement under this policy is to assist with the cost of additional travel to work expenses incurred; it is not therefore paid during periods of absence such as maternity/shared parental leave, long term sickness absence or sabbaticals.

3.8 Any overpayment of excess travel as a result of late notification of loss of entitlement will be recovered by deduction from salary payments. If cessation of the payment at short notice (for example because of long-term sickness absence) is likely to cause severe hardship, the employee should contact the People Directorate to discuss a short delay in ceasing the payment.

3.9 If the employment ends for any reason during the period, entitlement to excess travel costs ends of the same day as the cessation of employment.

3.10 In the event of an increase in the mileage rate used by the University, all excess travel payments will be increased by the same percentage from the same effective date. No other increases will be applied to this claim.

4 Exceptions

4.1 Any proposed exception to the above policy and procedure must be discussed in advance and approved by the People Directorate and where appropriate, Finance Directorate.

5 Relationship with other policies

5.1 Excess travel costs cannot be claimed in addition to relocation expenses.

6 Queries

6.1 Please contact the People Directorate for further information.