

Hull Teaching Primary Care Trust

EXCESS TRAVEL POLICY

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1. INTRODUCTION

- 1.1 Excess travel is an allowance paid to staff who have had their base changed (as a result of organisational change) and where the distance between home and their new base is greater than the distance between home and their old base. The amount payable is the **difference**, for example:

Home to old base = 5 miles
Home to new base = 9 miles
Allowance payable = 4 miles

This allowance is paid at Public Transport Rate.

2. SCOPE

- 2.1 This procedure applies to all PCT employees irrespective of age, race, colour, religion, disability, nationality, ethnic origin, gender, sexual orientation or marital status, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership. All employees will be treated in a fair and equitable manner and reasonable adjustments will be made where appropriate (e.g. interpreter or signing provision, access arrangements, induction loop, etc..)

3. PRINCIPLES

- 3.1 The aim of the policy is to reimburse staff for the additional travel costs incurred following a change of base due to organisational change. The PCT aims to be as fair as possible when dealing with the allocation of this allowance, but only pays travel costs and not parking charges or other costs.
- 3.2 Prior to the move the manager and member(s) of staff must agree the mileage to be claimed. The route should be the shortest practicable direct route. One of the internet route planners, such as Green Flag or the AA can be useful in determining the appropriate mileage.
- 3.3 If the claimant moves house the following principles apply:
- 3.3.1 If they move further away they should continue to claim the excess mileage to a maximum of the amount they were originally claiming.
- 3.3.2 If they move closer to their new base, but are still within the four years excess mileage period following a change of base, they can continue to claim excess mileage at the new lower rate until the original four year period ends.
- 3.4 If staff are claiming for excess mileage and are moved again their original excess mileage calculation will cease and they must agree a new excess mileage amount. The four year period will re-commence when they change their base (e.g. if they had been entitled to excess mileage and had two of their four years left that would cease and if they were once again entitled to excess mileage due to a forced change of base they would have an entitlement to four years excess mileage from the date of changing base again).

- 3.5 A staff member ceases to be eligible for this allowance if the worker voluntarily (unless 'at risk') applies for and obtains another post.
- 3.6 The excess travel would not be payable where a member of staff travels from home to a location other than their base (e.g. a meeting). Normal business mileage should be claimed in this case if is appropriate.

4. ALLOWANCES

- 4.1 The allowance is payable for a maximum of four years as follows:

Cycle and Moped Users	normal rate applies
Car User	public transport rate
Bus and Rail User	reimbursement of fares covering the excess miles on production of a valid ticket

5. CLAIMS

- 5.1 Staff who are entitled to claim for excess mileage must do so by completing on a monthly basis their travel claim form, which must then be passed to their line manager for authorisation. If public transport is being used staff must attach tickets covering the mileage they are claiming for.

6. APPEALS

- 6.1 Staff who feel they have exceptional circumstances not covered above should refer to the PCT's Grievance Procedure.

7. REVIEW

- 7.1 This Policy will be reviewed in partnership with the recognised trade union partners within 2 years of the date of implementation.

Author: HR/Trade Union

Date: 2nd July, 2007

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____