

GUIDELINES - TRAVELLING EXPENSES AGREEMENT FOR TEACHERS AND ASSOCIATED PROFESSIONALS

Under this scheme, the Council may authorise a payment to an employee who uses a private vehicle for official business, in line with the Inland Revenue approved mileage which are presently:

Car Users

Up to 10,000 miles 40 pence per mile
Beyond 10,000 miles 25 pence per mile

Motorcyclists

For all miles travelled 24 pence per mile

Cyclists

For all miles travelled 20 pence per mile

Passenger miles (per passenger)

For all miles travelled 5 pence per mile

The rates are free of liability for income tax and would be updated in line with the rates approved by Her Majesty's Revenue and Customs.

Presently, Teachers and Associated Professionals receive the casual user rates of:-

- 53.65p for the first 1,000 miles
- 43.65p for the next 7,500 miles
- 12.6p after 8,500 miles

All mileage for parents' evenings is subject to income tax.

For all other meetings, courses and conferences the rate is 26p per mile.

The passenger mile rate is currently 0.44p per mile.

Essential Users

The existing essential user scheme pays an annual lump sum of £822 and mileage rates of:-

- 35.1p for the first 8,500 miles; and
- 12.6p per mile thereafter.

As the rates currently paid exceed the approved HMRC rates, Teachers and Associated Professionals incur an annual tax liability based on the employee benefit calculated for these payments.

The proposed scheme would remove the present essential user arrangements for all new appointments, as all Teachers and Associated Professionals would receive the same payments under the Private Transport Scheme.

Under the proposal, existing essential users would be compensated for the loss of their annual lump sum with a one off payment of £1,027.50, equivalent to 15 months

of the lump sum payment. Alternatively, they may choose to retain essential car user status where they would continue to receive their annual lump sum until such time as they opted to move to the new scheme or resigned their post.

Corporate Car Pool and Car Lease Scheme

Corporate Car Pool arrangements were put in place throughout the Council from 1 April 2010, with the establishment of an additional 100 cars dispersed across the Council area. These would be available for use by staff requiring to travel on Council business, booked through a central desk, and refuelled at Council depots as an alternative to using a private car.

A staff car lease scheme is currently being considered which would see higher mileage users (employees using a car for 6,000 miles or more annually) being offered a lease car as an alternative to the Private Transport Scheme. Mileage incurred on Council business, in a leased car, would be reimbursed on the basis of the cost of fuel (reviewed on an ongoing basis). Staff qualifying for this scheme would benefit from access to a new leased car every three years, which would be taxed, insured, serviced and maintained by the Council. The level of employee contribution to the lease would depend on a number of factors including the model of car selected and the level of business vs. private mileage.

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