

SOUTH AYRSHIRE COUNCIL

TRAVEL AND SUBSISTENCE POLICY

(Adopted as JNCT 1.6)

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1. PRINCIPLES

The purpose of the Travel and Subsistence scheme is to reimburse employees for receipted expenditure reasonably incurred whilst undertaking official duties as part of their employment with South Ayrshire Council.

Employees are expected to adopt a reasonable and responsible approach when submitting claims for travel and subsistence expenses. Authorisation for expenses must be obtained from the appropriate Executive Director or nominated senior officer.

2. AUTHORISATION

In the interests of ensuring economy and sustaining the environment, the use of public transport or shared car arrangements is encouraged whenever possible depending on the requirements of the service being provided.

For travel and subsistence expenses authorisation shall be obtained from the appropriate Executive Director or nominated officer. Journeys should be taken by the most economical route balancing journey distance and time taken. Payment of mileage allowance will usually be restricted to journeys within the Ayrshire boundaries (North, South and East) but an Executive Director or delegated officer may authorise journeys by car within the UK taking account of the most economical route.

For journeys outwith the authority area but within the United Kingdom which are of significant distance e.g. 80 miles round trip, it is normally expected that public transport will be used. In exceptional cases where employees wish to use their own transport, prior agreement must be reached with the Executive Director or delegated officer.

Any expenses which exceed the criteria as set out within the Travel and Subsistence Policy must be authorised in advance and approved by the appropriate Executive Director.

Overseas visits must be authorised by the Chief Executive. Confirmation of such authorisation must be sought from the appropriate Executive Director giving as much notice as reasonably possible prior to the journey being undertaken.

For the purposes of this Scheme, Northern Ireland and the Republic of Ireland are not deemed to be "overseas".

Guidance Note

*Payments will relate to expenses **actually** and **necessarily** incurred by the employee whilst undertaking official duties. Accordingly before authorising payments, managers must ensure that employees have actually spent additional moneys, e.g. purchased a train ticket and that this additional expenditure was necessary. Managers must consider the most cost effective method of conducting official duties and should consider alternative options where possible e.g. use of telephone, video conferencing, email, fax etc.*

Line Managers should consider each case carefully especially taking into account whether car sharing or public transport can be used. Car Sharing or the use of public transport should only be discounted where this can be justified in terms of the "most

efficient and economic” test. If management determine that public transport is to be used and an employee opts to use his/her own car, then no reimbursement can be claimed.

3. PROCESSING OF BUSINESS TRAVEL CLAIMS

All claims for business travel must be made on the appropriate form and authorised as detailed above with all appropriate receipts attached covering the period of the journey (s) being claimed or the claim may not be paid.

All mileage claims must be submitted with a VAT receipt which must be dated prior to the date of the first journey for which mileage is being claimed or the claim may not be paid.

The claim form must be fully completed and failure to do so will result in the claim being rejected.

The appropriate Executive Director or nominated Senior Officer must certify that the journeys were authorised, the expenditure was actually and necessarily incurred in accordance with the provisions of this Scheme and that the claim is approved for payment.

All claims must be submitted timeously, on at least a monthly basis and no later than 3 months after the journey has been completed. Line Managers must ensure that employees work within these timescales. Claims submitted outwith this time limit will not be processed. Claims will only be accepted within the current financial year.

4. DEFINITION OF NORMAL WORKING LOCATION

The normal working location will be a recognised Council establishment within an operational area in reasonable travelling distance of the employee’s home, such as an office, depot or other establishment that is regarded as the employee’s base. This is where claims for travel and subsistence will be based (except in the case of peripatetic employees).

For the purposes of this scheme:

- The appropriate Executive Director shall designate the employee’s normal working location and advise the employee accordingly, before any claim can be authorised.
- Any change to an employee’s normal working location will follow consultation with the employee and if appropriate the relevant Trade Union. The employee will be notified in writing by the appropriate Executive Director or nominated Senior Officer after consultation.
- For certain categories of employee, i.e. those who have no normal working location or who work on a peripatetic basis, i.e. serving a number of locations within a given area, the identification of “normal working location” requires to be dealt with specifically. In such cases the appropriate Executive Director will determine the normal working location after considering the geographical and operational area and its related major service requirements.

5. DEFINITION OF HOME

For the purpose of this Scheme, “Home” means the employee’s usual place of residence or place of residence for the time being.

6. DEFINITION OF ALTERNATIVE LOCATION

Any location other than the normal working location

7. CAR USER SCHEME

Employees authorised to use their car for official business shall be entitled to allowances relating to the classification of use as determined by the appropriate Executive Director.

Classifications of car users shall be reviewed on an annual basis to ensure any changes in the nature of duties are taken into account. Each Executive Director will ensure that a record of mileage is maintained on a yearly basis.

Employees will be required to submit their driving licence and insurance documents on request on an annual basis. Insurance documentation must include cover for business travel. (For further information refer to the [Council’s Road Risk Policy](#)).

All employees authorised to drive and use their car on official Council business and not satisfying the specified criteria above will fall into this category. Mileage rates for this category of user are specified in section 8.

Mileage for journeys not included in the standard mileage charts, should be calculated using the AA route planner system. Before each claim is submitted the overall total should be rounded to the whole mile figure.

7.1.2 PUBLIC TRANSPORT USER

Employees authorised to use public transport, who opt to use their own car will be paid at the Council’s public transport rate. Where public transport is the preferred mode by the Authority and an employee opts to use their own car, they will not be eligible to submit a mileage claim for the journey.

7.1.3 MOTOR CYCLE / CYCLE ALLOWANCE

Employees authorised to use their own motorcycle or cycle for official business shall be entitled to allowances as detailed in section 8.1.

7.2 OTHER CONDITIONS

All receipted parking fees, ferry dues will be reimbursed in respect of authorised users. Bridge toll fees will be reimbursed without receipts.

8. TRAVEL EXPENSES

8.1 MILEAGE CLAIMS

Employees claiming mileage should refer to the standard mileage charts in Appendix A. Mileages for journeys not included in the standard mileage charts, should be

calculated using the [AA route planner system](#). Before each claim is submitted the overall total should be rounded to the nearest whole mile figure. Line Managers are responsible for satisfying these requirements before approving.

Mileage rates will be paid at the Inland Revenue rates and will not be subject to the deduction of Income tax and national insurance (based on the present Inland Revenue Rules). Rates will be revised in line with Inland Revenue reviews. Current rates are as follows:

Method Used	Mileage	Rate
Car	Up to 10,000 miles	£0.45
Car	Over 10,000 miles	£0.25
Passenger	Per passenger per mile	£0.05
Motorcycle	Per mile	£0.24
Cycle	Per mile	£0.20
Public Transport	Per mile	£0.223

Table 1: Mileage Rates [Source: Mileage Allowance Payments 2011-12 HMR&C]

The public transport rate will be applicable for extended journeys within the United Kingdom (as outlined in section 2) where employees are authorised to use their cars rather than take public transport.

The passenger rate is to encourage employees to share car journeys. Managers should consider each case carefully especially taking account whether car sharing or public transport can be used.

Guidance Note

*In terms of rounding, 0.5 and above should be rounded to the next highest whole mile and 0.4 and below to the nearest lowest whole mile. This rounding should be undertaken per claim form and **not** per journey.*

Where a claim is in excess of the standard mileage the employee should provide an explanation as to the reasons for this, to their line manager, along with their claim form. This should be authorised by the line manager and submitted along with the claim form.

Where employees are undertaking several local journeys, and where it would not be appropriate to use the AA route planner system, e.g. visiting a series of client's houses, employees should record accurate mileage using the vehicle's milometer.

8.2 HOURS WORKED OUTWITH NORMAL WORKING DAY

An employee who is called out or is required, whether or not on standby, by management to report outwith normal working hours in an emergency situation, may claim any expenditure incurred in travelling from home to the normal working location or alternative location as the case may be, and in returning home if the return journey is made outwith normal working hours.

Additionally, employees working sessions and/or split shifts shall be entitled to claim for journeys undertaken after the completion of their normal contracted working hours.

Employees should be aware that any payment will be subject to tax and national insurance deductions.

Guidance Note

For contractual/casual overtime at a normal working location travelling expenses will not be paid. If such overtime is worked at an alternative location that is further than the employee's home to normal working location, then only excess travel incurred may be claimed.

8.3 EXCESS TRAVEL FOLLOWING NEW APPOINTMENT

Excess travelling expenses will be payable for a maximum period of 1 year from the date of transfer to the new work location if the transfer is compulsory (this includes any employee who has been redeployed as a result of management restructures/service reviews). The amount payable will be the difference between the cost of travelling from home to the new work location and home to the previous work location.

If the transfer is known to be for a period of less than 24 months this expense is reimbursed free of tax. If the transfer is permanent or for more than 24 months the expense is taxable from the first date of transfer.

It will only be payable where the difference in the daily distance travelled exceeds 4 miles (return journey) and where this is the case the total excess miles should be claimed.

Authorised expenditure actually incurred will be reimbursed based on the public transport costs i.e. economy class train/bus fares by the most economic fare. If an employee uses their car, mileage will be paid at the public transport rate.

Employees are required to notify any changes in circumstances relevant to the claim to their Executive Director or nominated senior officer e.g. an increase in bus fare; or house move. In such circumstances the payment will be recalculated accordingly.

If an employee is promoted or voluntarily moves job during the 1 year period the payment of excess travelling expenses will cease. Employees appointed to a new / promoted post at a different work location will **not** be eligible to claim excess travel expenses.

Expenses will be calculated on an annual basis and paid with the normal salary. A deduction of 12.5% in respect of holidays is made for employees who work 52 weeks of the year. Term time employees will have their expenses pro-rated over 39 weeks per year in accordance with the school year.

Payment of excess travel will be suspended if employees are absent from work for longer than a 4 week period (except during the summer holiday period where applicable) and will resume on their return. The Executive Director or nominated senior officer can take specific circumstances into account – for example where a season ticket has been purchased.

Claims should be submitted for approval to the Executive Director or nominated senior officer on the appropriate forms within 4 weeks of the employee starting their new work location or change in circumstances.

8.4 TRAVEL BOOKINGS

All travel bookings should be arranged taking cognisance of the most economic method of travel, best value and efficiency.

All business travel must be agreed with your Executive Director or Head of Service prior to booking. If travel is outwith the UK, then the Chief Executive must approve it.

8.5 RAIL, AIR, BUS OR FERRY TRAVEL

Travel by rail, air, bus or ferry shall be receipted at the cheapest available rate, at the time of travel, although on overnight journeys sleeping berths may be used.

Credits such as air miles, accumulated during business travel, should not be used for personal benefit. Accordingly, they should be used for the benefit of the Council, e.g. reducing future business travel costs.

8.6 FIRST CLASS RAIL TRAVEL

An employee may be authorised to travel first class by rail when it is considered reasonable in special circumstances e.g. first class during peak travel/holiday periods or work requirements on journey.

8.7 TAXI OR HIRED CAR TRAVEL

For authorised travel by taxi or hired car, the actual receipted expenditure reasonably incurred shall be reimbursed.

8.8 BRIDGE TOLLS, FERRY CHARGES, PARKING FEES

An employee who is authorised to travel by his/her own car may claim for bridge tolls and receipted ferry charges and for receipted parking fees actually incurred because the car is used on official business. Please note that bridge tolls do not require to be receipted.

Reimbursement will not extend to fines or excess penalties.

8.9 ACCOMMODATION

Where accommodation is not fully arranged and paid on behalf of the employee, receipted expenditure for overnight accommodation for up to 24 hours may be claimed by the employee. Limits for claiming expenditure are as detailed below in section 10.

Guidance Note

Where accommodation has been arranged and paid by the Service an employee may only claim for elements of subsistence not covered. For example, where hotel accommodation is for bed and breakfast the employee is only entitled to claim for lunch, tea and evening meal, subject to this not being provided at any meeting or conference attended.

9. NORMAL WORKING LOCATION – TEMPORARY AND PERMANENT CHANGES

9.1 SHORT TERM / TEMPORARY CHANGE TO NORMAL WORKING LOCATION

Where an employee is authorised to start or finish at a place of work, other than their normal work location, they may only claim travelling expenses in excess of that which would have normally been incurred in travelling from home to normal working location, or vice versa.

Relates to employees who are transferred or seconded to an alternative location for a short period of time and can include employees who undertake occasional outside duties (e.g. site visits, attending meetings etc) and also permanent teachers or those on long term temporary contracts who undertake occasional duties at another school or establishment:

- For a period of between 1 to 4 weeks;
- Normal working location remains unchanged;
- Excess mileage payable if distance from home to site is greater than distance of home to normal working location;
- Appropriate business mileage payable for use of car on official duties whilst at different locations or whilst on site;

For example, if travel from home to normal work location was 20 miles and travel to alternative location was 30 miles; only 10 miles could be claimed. Alternatively, if travel from home to normal working location and return is 10 miles and home to alternative location and return is 8 miles excess mileage may not be claimed as none was actually incurred.

For transfers longer than 4 weeks the Excess Travel Scheme will apply as detailed in section 8.3.

9.2 LONG TERM TEMPORARY / SECONDMENT OR PERMANENT CHANGE TO NORMAL WORKING LOCATION

Employees who have been successfully appointed or promoted into a post following internal or external advertising:

- New site/base becomes normal working location;
- No excess mileage is payable for travel from home to normal working location;
- Appropriate business mileage payable for use for mileage incurred as part of the new role.

9.3 CLUSTER / AREA BASED EMPLOYEES

The appropriate Executive Director or nominated senior officer will determine the normal working location of cluster or area based employees (e.g. Pupil Support Teachers/Home Carers etc). This will be following careful consideration of the geographical and operational area and its related major service requirements.

Allocated bases should be used as the starting point when calculating normal business mileage claims.

The base must be used as a place of work on a regular basis and not merely for the calculation of mileage otherwise 9.4 applies.

9.4 PERIPATETIC EMPLOYEES

Defined as an employee who is not attached to a particular base but can be deployed in any location to which he or she is directed by the employer e.g. permanent peripatetic teaching employees, Home Carers etc.

It is recognised that a variety of arrangements exist where employees are deployed across a number of working locations as part of their normal working pattern. The duration of the deployment at a particular location may vary between half a day and a school term (or longer).

- Reasonable expenditure incurred for journeys taken throughout the duration of a working day can be claimed as normal;
- Expenses incurred during the initial travel (from home to work) and final travel (from work to home) is non-claimable

10. SUBSISTENCE EXPENSES

The purpose of the subsistence allowance scheme is to reimburse employees for additional expenditure reasonably incurred whilst undertaking official duties as part of their employment with the Council.

Subsistence paid will be subject to receipted expenses based on actual expenditure incurred and is subject to the conditions set out below:

- Those who are prevented by their official duties from taking a meal at their home, normal working location or place where they normally take their meals, or those who are required to be absent overnight on business, and as a result incur additional expenditure;
- Expenses for meals will be made only on condition that it was not reasonably practicable for the employee:
 - to travel to his/her home *or*
 - to travel to his/her normal working location *or*
 - to travel to a place where a meal is normally taken and/or
 - the employee incurred additional expense, in excess of the norm, as it was not reasonably practicable for them to take a meal at a place where facilities are made available and/or it was necessary for the employee to take a meal at that time away from his/her home, normal working location or place where a meal was normally taken e.g. canteen facilities available during office hours but not for evening meal and employee is away overnight.
- Any employee making a claim must complete the appropriate form and attach all relevant receipts.

Guidance Note

The basic principle is that the employee has had to incur expenditure in addition to his/her norm. Managers should therefore be aware of the employee's normal arrangements and he/she should be required to show why it was necessary to incur additional expenditure. Accordingly, employees who normally bring packed lunches, utilise shops or are often out of the workplace at lunch time would not meet the criteria of having to incur expenditure above the norm. Expenses may not be claimed for meals where they are provided free as part of hospitality or conference provision.

- *Employees who are only a short distance from the place where they normally take their meal should return to that place (unless the particular exigencies of the service dictate otherwise) and should not claim subsistence.*
- *Employees who finish working overtime should travel home to eat instead of taking a meal as this would be the norm at the end of a working day.*
- *Subsistence expenses are not payable for meals taken in the Council's canteen facility.*
- *Both subsistence and overtime cannot be claimed for the period of meal break. If a meal break is taken it should be for a minimum of half an hour and will be unpaid.*
- *Subsistence allowance should not be claimed for employees who are undertaking overtime regardless of when this is worked.*

10.1 SUBSISTENCE ALLOWANCE

Maximum subsistence allowances (as at April 2010) are as follows:

Meal	Maximum Allowance
Breakfast	£6.00
Lunch	£8.00
Tea	£3.00
Evening Meal	£9.00

In addition, where accommodation has not been fully arranged and paid on behalf of an employee, receipted expenditure for overnight accommodation and expenses for up to a 24 hour period will be paid up to the following limits:

Overnight	Maximum Allowance
Outwith London	£83.00
London	£95.00
Friends/Relatives	£25.00 (no receipts necessary)
Personal incidental expenses	£5.00 per night (no receipts necessary)
*includes all costs during the 24 hour period including breakfast, lunch, tea and evening meal	

Table 3: Overnight allowances as at April 2010

These allowances will be paid subject to the authorisation of expenses by the appropriate Executive Director with the exception of overseas visits that require authorisation from the Chief Executive. Reasonable expenditure over and above the subsistence rates detailed must be authorised by the Executive Director.

10.2 AMENDMENTS TO NORMAL WORKING LOCATION

10.2.1 SHORT TERM / TEMPORARY CHANGE TO NORMAL WORKING LOCATION

See section 9.1 for definition.

- Normal working location remains unchanged;
- If catering facilities are available on-site then no lunch expenses are payable (e.g. cooker, kettle, water etc);
- If no catering facilities are available and employee is economically unable to travel back to his/her home, normal working location or where they normally take their meals and additional expenditure above the normal is incurred then lunch expenses are payable;
- Where subsistence is payable in terms of the above it will be for a period of up to 4 weeks.

Where an employee is visiting other South Ayrshire Council locations then prior arrangements should be made to access lunch facilities. Where an employee does not have the time to make arrangements on these occasions, even if canteen facilities are available, and if additional expenditure is incurred then lunch expenses are payable.

Guidance Note

For a period of 4 weeks the location will be treated as temporary and an employee may claim subsistence allowance, however after this period the location will become the normal working location and subsistence allowance may not be claimed.

10.2.2 LONG TERM TEMPORARY / SECONDMENT OR PERMANENT CHANGE TO NORMAL WORKING LOCATION

Employees who have been successfully appointed or promoted into a post following internal or external advertising:

- New site/base becomes normal working location;
- No lunch allowances are payable regardless of whether or not canteen facilities are available.

If an employee is required to attend a meeting or visit another establishment during the course of his/her duties and if additional expenditure above normal is incurred lunch expenses *may* be payable.

10.3 OVERSEAS VISITS

For travel overseas on an authorised journey, excess subsistence expenses reasonably incurred will be reimbursed.

11. RESETTLEMENT EXPENSES

Allowances shall apply in whole or in part to the following individuals, where in the opinion of the Council, their appointment requires a move of home:

- New entrants;
- Existing employees who gain internal promotion;
- Employees who are compulsory transferred;

It is expected that the move will take place as soon as reasonably practicable.

Payments under the resettlement allowances provision would be subject to an overall limit of £5,500 excluding VAT and excluding the cost of lodging allowances.

When advertising a vacant post which may attract individuals who live outwith a reasonable daily commute (i.e. national advertising for difficult to fill posts) the Executive Director, in conjunction with the Head of HR and Organisational Development, should consider whether this would attract resettlement allowances. This should be considered prior to the post being advertised.

In considering claims for resettlement allowances the following criteria should be applied:

- Taking into account an employees normal means of travel, whether it is considered unreasonable or impractical for the employee to commute from their present home to the new place of employment;
- The new home must be within reasonable travelling distance from the employee's new place of employment;
- Any employee awarded resettlement allowance will be obliged to remain in the services of the Council for a minimum period of one year, or refund in full any allowances paid. If the employee leaves the Council service within 2 years, they will be required to refund 50% of any allowances paid. A declaration to this effect will require to be signed by participants;
- No subsequent application for resettlement or removal allowances will be granted within a period of 2 years from a previous award;
- Any expenses must have been necessarily incurred and receipts, other than claims for subsistence, must be submitted with each claim form;
- The move of home must normally take place within 3 years of transfer of employment location.

Any enquiries as to whether the allowances are payable should be raised with the Executive Director or nominated senior officer in the first instance prior to interview or actual expenditure being incurred, and certainly prior to any commitment being given to prospective candidates.

Any employee wishing to submit claims must receive written confirmation of entitlement to participate from the Executive Director or nominated senior officer prior to expenditure being incurred. Claims for payment must be submitted to the Executive Director or nominated senior officer on the appropriate forms together with the receipts for expenditure incurred.

11.1. SEARCH FOR NEW ACCOMMODATION

Where it is necessary for a new employee or existing employee who has been authorised to claim for resettlement allowances to undertake business in search of new accommodation the Council shall:

- Grant a maximum of three days paid Special Leave where necessary;
- Reimburse the cost of travelling expenses in accordance with section 11.2;
- Reimburse subsistence allowance in accordance with section 10 in respect of the employee and spouse or dependent relative if he/she accompanies the employee;
- When visiting the new place of employment subsistence allowance for a maximum of three days, per person, will be authorised for both internal and external appointees.

11.2. REMOVAL EXPENSES AND LEAVE

An employee shall be reimbursed the following expenses where necessarily and actually incurred:

- Cost of removal of furniture and effects from old home to new, including insurance of goods in transit. The reimbursement will be equal to the lower of the two competitive tenders (the employee may however engage a chosen contractor and pay the difference in cost between this contractor's tender and the lowest tender);
- Travelling expenses and subsistence allowance in accordance with public transport rates (or economy class if none) for the employee and dependants for the move from the old home to the new home. Where a personal vehicle is used mileage is payable at public transport rates. Receipts for expenditure if using public transport should be submitted;
- Any necessary costs of storage of furniture and effects for a period not exceeding 12 months. Where a permanent move cannot be made immediately, the reimbursement will be equal to the lower of two competitive tenders (the employee may however engage a chosen contractor and pay the difference in cost between this contractors tender and the lower tender);
- In addition, 2 days leave with pay shall be granted to employees at the time of moving.

Claims for payment must be submitted on the appropriate forms together with the receipts for expenditure incurred.

11.3. LODGING ALLOWANCE

As a measure of temporary assistance to an employee who is unable to immediately accommodate his/her family within reasonable distance to the new work location the employee shall be granted the following:

- For a period up to a maximum of 39 weeks, reimbursement of the costs of temporary accommodation up to £96.74 per week. The position will be reviewed at the end of the period should the employee not find suitable accommodation. If an extension is required, detail submission should be submitted for approval to the appropriate Executive Director in conjunction with the Head of HR and Organisational Development;
- Where no suitable temporary accommodation can be found, the Council may provide such accommodation from the housing stock for a maximum period of 6 months. The cost of rent will be part of the overall expenses reimbursed. This should be organised through the appropriate Executive Director(s).

Any claims should be submitted, using the appropriate forms, on a regular basis dependant on the pay frequency as the expenditure is incurred.

When claiming allowance the employee should make every effort to sell their existing property.

11.4. LEGAL AND OTHER FEES

The following expenses will be reimbursed by the Council to employees who are selling their existing property as a result of their appointment there is a requirement to relocate (subject to section 11):

- Legal, House Agent's and Mortgage Redemption Fees necessarily incurred by the sale of a residence;
- Legal, Mortgage and survey fees necessarily incurred by the purchase of a residence;
- Advertising costs actually incurred up to a maximum of £241;
- Tenancy costs actually incurred up to a maximum of £291;

The cost of temporary insurance premiums or bridging loan interest payments will not be reimbursed.

Guidance Note

Advertising expenditure is only reimbursed where agents/solicitors are not engaged. Where advertising costs are included as part of the lawyers bill, they will not be paid in addition to the allowance detailed above.

A tenancy agreement is regarded as a formal agreement with a local Council, Housing Association etc, where there is a clear written agreement. The allowance is intended to reimburse an employee who has paid rent in advance which is non refundable or where a penalty clause exists for early termination of the tenancy agreement.

11.5 DISTURBANCE AND / OR SETTLING IN ALLOWANCES

In relation to particular circumstances, reimbursement of actual expenditure incurred up to a maximum of £1,431 is permitted (provided it does not exceed the £5,500 limit as specified in section 11). This may be in respect of:

- Incidental expenses connected with moving home (e.g. alternation / replacement of curtains, fixtures and fittings; relaying of floor coverings, conversion and installation of electrical appliances etc);
- Losses which may be incurred on school fees, travel season tickets etc.

Items should be agreed with the Executive Director or nominated senior officer prior to the expenditure being incurred.

Claims for payment must be submitted for approval on the appropriate forms together with the receipts for expenditure incurred.

11.6 EXCEPTIONAL HARDSHIP

In the case of individual employees, the change of the place of employment may give rise to special hardship arising out of factors not specifically covered within this policy. Such cases will be considered on an individual basis and based on their own merits. The types of factors which will be taken into account are:

- Exceptional circumstances might arise which warrant an extension to the period for payment of excess travelling expenses;
- Where employees move from an area where house prices / rents are comparatively low to an area where these are much higher;
- A employee may be considered for lodging allowance to avoid hardship which might otherwise arise e.g. where an employee moves to lodging accommodation for the working week and his/her family remain at their family home.

Any other individual cases which may be difficult to deal with under this policy should be referred to the Executive Director Corporate Resources for consideration.

12. EXCEPTIONAL CIRCUMSTANCES

Individual cases of special circumstance which may be difficult to deal with under any part of this scheme should be referred to the Executive Director Corporate Services for consideration.

13. RIGHT OF APPEAL

Where an employee is dissatisfied with the Council's decision in relation to the operation of this policy, the matter should be pursued in terms of the Council's Grievance Procedure.

14. REVIEW

This Policy will be reviewed on an ongoing basis.

**APPENDIX A
STANDARD MILES CHART I**

		COUNTY BUILDINGS	BURNS HOUSE	TOWN HALL	CITADEL	WALKER ROAD	NEWTON HOUSE	SEAFIELD GOLF	BELLEISLE GOLF	CREMATORIUM	LAND O' BURNS
		1	2	3	4	5	6	7	8	9	10
1	COUNTY BUILDINGS	-	-	-	-	-	-	-	2	2.5	3
2	BURNS HOUSE	-	-	-	-	-	-	-	2	2.5	3
3	TOWN HALL	-	-	-	-	-	-	2	2.5	3	3.5
4	CITADEL	-	-	-	-	2	-	2	2.5	3.5	3.5
5	WALKER ROAD	-	-	-	2	-	-	2.5	3	3	4
6	NEWTON HOUSE	-	-	-	-	-	-	3	3.5	3	4
7	SEAFIELD GOLF	-	-	2	2	2.5	3	-	-	3	-
8	BELLEISLE GOLF	2	2	2.5	2.5	3	3.5	-	-	3.5	-
9	CREMATORIUM	2.5	2.5	3	3.5	3	3	3	3.5	-	4
10	LAND O' BURNS	3	3	3.5	3.5	4	4	-	-	4	-

STANDARD MILES CHART II

		AYR	PRESTWICK	TROON	LOANS	MAYBOLE	KIRKMICHAEL	KIRKOSWALD	COYLTON	ANNBANK	TARBOLTON	MOSSBLOWN	GIRVAN
		1	2	3	4	5	6	7	8	9	10	11	12
1	AYR		3	8	7	9	14	13	5	6	9	5	21
2	PRESTWICK	3		5	4	12	17	16	7	6	8.5	5	24
3	TROON	8	5		2	18	23.5	22.5	13	9	11	8	30
4	LOANS	7	4	2		17	21	20	11	8	9	7	29
5	MAYBOLE	9	12	18	17		4.5	3.5	12	13	16	13	12
6	KIRKMICHAEL	14	17	23.5	21	4.5		8	19	21	22	19	15
7	KIRKOSWALD	13	16	22.5	20	3.5	8		18	20	21	18	8
8	COYLTON	5	7	13	11	12	19	18		4	7	5	24
9	ANNBANK	6	6	9	8	13	21	20	4		3	-	24.5
10	TARBOLTON	9	8.5	11	9	16	22	21	7	3		3	28
11	MOSSBLOWN	5	5	8	7	13	19	18	5	-	3		24.5
12	GIRVAN	21	24	30	29	12	15	8	24	24.5	28	24.5	

STANDARD MILES CHART III

	AYR	MAUHLINE	AUCHINLECK	CUMNOCK	KILMARNOCK	GLASGOW	
	1	2	3	4	5	6	
1	AYR		11.5	15	16	16	37
2	MAUHLINE	11.5		6	7	8	30
3	AUCHINLECK	15	6		2	15	35
4	CUMNOCK	16	7	2		16	37
5	KILMARNOCK	16	8	15	16		23.5
6	GLASGOW	37	30	35	37	23.5	

For any journeys not detailed within Standard Mileage Chart I, II or III employees should refer to the AA Route Classic Planner which is accessible at the following website:

www.theaa.com/route-



planner/classic/planner_main.jsp

**SOUTH AYRSHIRE COUNCIL
STANDARD MILEAGE DISTANCE**

Journey	Mileage
Ayr Complex to Prestwick Complex	3 miles
Ayr Complex to Troon Complex	8 miles
Ayr Complex to Girvan Complex	24.5 miles
Ayr Complex to Maybole Complex	9 miles
Ayr Complex to COSLA	83 miles

Note:

The Ayr Complex includes County Buildings, Town Hall, Burns House, Newton House, Holmston House, Riverside House, Bath Place and McAdam House.

The Prestwick Complex includes Prestwick Area Housing and Social Work offices

The Troon Complex includes Troon Town Hall and Walker Hall and Troon Area Housing office.

The Girvan Complex includes Girvan Area Housing and Social Work offices.

The Maybole Complex includes Maybole Town Hall and Maybole Area Housing and Social Work offices.