

GUIDANCE TRAVELLING EXPENSES AGREEMENT FOR TEACHERS AND ASSOCIATED PROFESSIONALS

Dumfries and Galloway Council provide Corporate Pool Cars for staff to help reduce the costs of travel and improve our Council's carbon footprint. All staff must ensure they investigate the availability and use corporate pool cars as a first choice for car journeys. Localised pool cars are available from numerous locations across Dumfries and Galloway, with around 130 vehicles in the pool.

Teachers and Associated Professionals shall not be required to use their personal cars for travel in the course of their duties, but where, in particular circumstances, Headteachers agree they can do so, then a payment for use of their private vehicle for official business in line with the HMRC approved mileage rates would be payable, The current rates are: -

Car Users

Up to 10,000 miles 45 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

Staff should ensure that they use the cheapest practical mode of transport. Where public transport is used reimbursement will be made at the cheapest available rate.

The Council will not normally pay allowances in respect of:-

- Normal journeys between the employee's home and place of work
- Journeys to places outside the Council area for which public transport is reasonably practicable
- Journeys which have not been authorised in advance by the appropriate line manager

Excess Mileage/Travel

For a maximum period of four years following transfer to another work base excess travel in the form of mileage or reimbursement of public transport costs can be claimed. Excess mileage will be calculated, on the difference in complete miles, between home (at the point when the change of work location occurred) to the previous place of work and new place of work (where greater). Excess mileage is based on 75% of the standard mileage rate; HMRC treats excess mileage payments as earning so claims are taxed at the nominal rate. Excess mileage will be removed if staff:-

- Move home;
- Voluntarily change post;
- Leave employment (voluntarily or by the Council); or
- If the manager subsequently changes a staff members permanent place of work again. In this circumstance the payment of the allowance is reset and subject to the criteria for eligibility as set out above.

Approved by LNCT Sub-Group
10th October 2017