

## **GUIDANCE TRAVELLING EXPENSES AGREEMENT FOR TEACHERS AND ASSOCIATED PROFESSIONALS**

Dumfries and Galloway Council have committed as one of the 5 Council priorities to:

### **Urgently respond to climate change and transition to a carbon neutral region**

- Encourage understanding of how the way we live and work in the region impacts on climate change.
- Empower our communities and stakeholders to make significant changes to reduce emissions and adapt to a low carbon approach.
- Lead on the transition to cleaner and greener technologies.
- Promote and protect our region's natural environment.
- Contribute to a greener economy, maximising the region's green energy potential.

The following guidance therefore reflects the Council priority above.

### **Is Your Journey Necessary and Required?**

In order to reduce emissions and the subsequent impact on the environment, it is important to ask this question first. Throughout the initial period of the COVID19 pandemic, staff largely worked from home using digital meetings i.e. MS Teams as required. Digital meetings are secure and reduce the requirement to travel thereby reducing emissions and travel time. Please discuss with the meeting organiser whether you are required to attend in person.

### **Use of Pool Cars**

Dumfries and Galloway provide Corporate Pool Cars, including electric vehicles, 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 of corporate pool cars as a first choice for car journeys. Localised pool cars are available from many locations across Dumfries and Galloway, with around 130 vehicles in the pool.

### **Travel Expenses**

If you are required to travel in the course of your duties, you should use the cheapest practical mode of transport. For example, rather than your own vehicle, it may be more economic to use a hire car, pool car or public transport. Where public transport is used reimbursement will be made at the cheapest available rate.

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. Payment for use of a private vehicle for official business would be payable in line with the HMRC approved mileage rates. Staff are reminded that if using their own vehicle, they should have car insurance that covers business activities. To claim expenses, staff must complete and submit a claim form regularly at a time specified by their line manager.

The current HMRC 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

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  
25 May 2021