



**Education Resources**  
Executive Director **Ken Arthur**  
**Personnel Services Unit**

**Our ref:** AMcA  
**Your ref:**  
**If calling ask for:** Alison McAlpine  
**Date:** 22 September 2005

Head Teachers  
Specialist Support Bases  
Advisory Service  
Support Services Co-ordinators  
Service Managers

Dear Colleague

**Revised travel and subsistence policy**

I am enclosing a copy of the revised travel and subsistence policy for your attention. Following consultation it has been agreed that the attached policy will apply to local government employees and teaching staff with the exception of Appendix B (copy attached) which remains unchanged for teaching staff.

I would like to draw your attention to the key changes:

- Claims must be submitted within 3 months of the journey and within the current financial year. Any claim not submitted within the 3 month timescale will not be processed by payroll (paragraph 1.3).
- A matrix detailing standard mileage is currently being updated and will be made available locally. There is some discretion for the calculation of mileage and this is explained in paragraph 2.2.
- Mileage can be claim up to one decimal point but the overall all total should be rounded to the nearest whole mile figure (paragraph 2.2).
- In the case of employees who work on a peripatetic basis, it is important that line managers identify the normal working location after considering the geographical and operational area and its related major service requirements.
- Teachers claim Business/Public Transport Mileage as previously advised (appendix B attached).

The revised policy is effective immediately and supersedes all other copies of the policy.

An audit/update listing of designated users is attached as appropriate and this should be amended and returned to the Personnel Services Unit.

I would like to remind you that claims should continue to be forward to your contact point as previously advised not forwarded directly to payroll services. I have attached a further copy of the nominated person for each service/location.

The Personnel Services Unit will be pleased to provide any assistance to employees who are experiencing difficulties with this policy.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Humphreys". The signature is written in a cursive style with a large, stylized initial 'J'.

**Jacqui Humphreys**  
**Personnel Services Manager**

