**CEREDIGION COUNTY COUNCIL**

**EXCESS TRAVEL** **ON RELOCATION POLICY**

1.         Excess travel is only applicable when the Council has instigated the transfer and not where the employee has requested a move or the move is as a result of disciplinary action or employee relations difficulties.  Employees who are redeployed into a post in a new work location will be eligible to claim excess mileage if their journey to the new location is more than 6 miles longer (one way) than the journey to their previous work location.  The additional mileage will be for the shortest route to the new location identified by Google maps.

2.         Excess mileage will be paid at the prevailing HMRC rate for mileage for business mileage (currently 45p) or in excess of 10,000 (currently 25p).  Information on the prevailing HMRC rate is available from [www.hmrc.gov.uk](file:///C%3A%5CUsers%5Ccarolinel%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CLG%20Projects%20and%20Initiatives%5Cwww.hmrc.gov.uk).

3.         Only additional expenditure incurred will be reimbursed.  This will be the difference in excess of 6 miles of the cost of travelling from the employee’s home to the old work location and the cost of travelling from the employee’s home to the new work location.  Where there is no additional expenditure, employees will not be eligible for any payment.

4. In addition those employees that carry additional passengers who would also be eligible for relocation will receive an additional 5p per mile for eligible passenger and journeys for the duration of that passengers relocation.

5.         Employees will receive payment for the additional miles travelled as calculated above.  In terms of public transport the additional cost incurred will be reimbursed.

6.         Payment will be based on a maximum of two journeys per day but where the working arrangements require, such as split shifts, then four journeys per day will be paid.

7.         Payments will be made on a monthly basis via the Payroll system whilst the additional expenditure is being incurred or for a period of two years from the date the payment commenced, whichever is the shorter. The claim should be made on Ceri Self-serve – Time and Expenses - Mileage Claim Relocation on a monthly basis for the additional mileage incurred on actual journeys made.

8.         If an employee applies for, or is redeployed into, a post of the same grade at the same work location, the excess travel payment will continue for the balance of the two years.  If the employee applies for a higher graded post at the same work location then the excess travel payment will cease as they accept the new post on the terms and conditions offered, which includes the work location.

9.         Employees are responsible for reporting any changes to their personal circumstances if it could affect the payment of the excess travel allowance.  If an employee changes their home address, a new declaration form will be required to be completed and signed by their Manager.  The payment will be recalculated and if the employee is still eligible for the payment, it will continue for the balance of the two years.  If the employee chooses to move further away from their work location, the excess travel payments will not increase accordingly.

All those affected by work place relocation may apply for a car loan under the Council scheme.

The revised policy will be implemented from 6 January 2017. All employees in receipt of Workplace Relocation as part of the current scheme will continue to be eligible until their current scheme expires, or for a period of two years from the implementation of the revised scheme, whichever is the shortest period.

AGREED BY CABINET DECEMBER 2016