**Human Resources and Organisational Development**

Work Related Travel Policy

Version 1.0

Implemented: 6 July 2020

# Introduction

* 1. There are three work related travel expenses schemes within the council:
* Essential Car User Allowance scheme
* Casual Car User Allowance scheme
* Travel Allowance scheme

**1.2** The Essential Car User Allowance and Travel Allowance schemes have their own job-related criteria which need to be met to qualify for payment. Staff can only qualify for one of the schemes and in the case of the Essential Car User Allowance and Travel Allowance schemes, this will be determined by the job description.

**1.3** The decision about which scheme is applicable to the post will be made and authorised by the Divisional Director in consultation with the relevant Head of HR.

# Essential Car User Allowance

* 1. The eligibility criteria for an essential car user allowance is:
* Heavy or valuable equipment has to be transported more than once a week, as evidenced by mileage claims of at least 1000 miles annually, and/or;
* Work related passengers, i.e., clients (service users) are carried more than once a week as evidenced by mileage claims of at least 1000 miles annually, and/or;
* The post holder must always have a car available for providing an emergency response that requires immediate attendance at an incident, and where the use of the public transport would not allow a rapid enough response, and/or;
* As a reasonable adjustment for a disabled member of staff who requires use of a car to carry out the duties of their post more than once a week, as evidenced by mileage claims of at least 1000 miles annually. This must be agreed and supported by a recommendation from Occupational Health.
  1. Staff who are recruited to posts designated as being eligible for an Essential Car User Allowance will be able to claim this from the date they commence employment with the council providing they satisfy the necessary criteria, i.e., they hold a current driving licence and have a suitable vehicle available for use, and on provision of the correct documentation. i.e., insurance cover for business use, a vehicle registration document and a current M.O.T certificate if the vehicle is more than 3 years old.
  2. For posts that fulfil the criteria for an Essential Car User Allowance but have not yet been designated as qualifying for the allowance, staff should complete the attached form, which should then be authorised by the Divisional Director in consultation with the relevant Head of HR.
  3. The lump sum Essential Car User Allowance is £1000 per annum, paid in monthly instalments via salary. Mileage rates will be paid at the prevailing HMRC rate.
  4. Mileage levels will be checked annually and where there is clear evidence that the threshold is no longer being met, three months’ notice of the withdrawal of the allowance will be given to the employee.

# Casual Car User Allowance

**3.1** There will be occasions where a vehicle will need to be used, and when public transport is not a viable alternative. In these circumstances a casual car user allowance will apply, subject to the following criteria:

* The hours at which the post holder must complete journeys;
* There is an occasional need to carry heavy equipment or transport clients, e.g., less than once a week;
* The post requires use of vehicle to provide duty cover on an occasional basis, i.e., less than once a week;
* A reasonable adjustment being required for a disabled employee that requires use of a vehicle to carry out the duties of their post less frequently than once a week. This must be supported by a recommendation from Occupational Health;
* A need to visit clients outside of London (Zones 2&3).

**3.2** Mileage rates will be paid at the prevailing HMRC rate. All claims for payment of mileage should be submitted on HR Self Service for consideration and approval by the line manager. Staff should ensure that they have appropriate vehicle insurance cover for business use.

# Travel Allowances/Travel Cards

**4.1** Staff that travel frequently in the borough as a job requirement, and do not use a vehicle, may claim a travel allowance, subject to the following criteria:

* There is a requirement to undertake site/client visits on a daily basis within Zones 2-3
* They are not in receipt of an Essential Car User Allowance (ECUA)

**4.2** For existing staff, where the travel allowance criteria are met, an annual travel allowance (subject to tax and National Insurance), equivalent to the cost of a Zone 2-3 travel card, will be paid towards the cost of an annual travel card. The allowance will be paid monthly via salary. The allowance will be adjusted to reflect the cost of any annual fare increases.

**4.3** New claims will not receive a monthly allowance but will have a Zone 2-3 travel card issued. This will make a major contribution towards our objective of promoting environmentally friendly means of travel.

**4.4** Staff required to travel into Zone 1 on a frequent basis may have the allowance or travel card increased to the equivalent cost of a Zone 1-3. This must be approved by the Corporate Director and relevant Head of HR.

**4.5** Where Zone 1 travel is undertaken occasionally, the additional cost may be claimed through the usual expenses process.

**4.5** Staff eligible for the Transport for London 60+ London Oyster Card, Freedom Pass or one of the other concessionary travel schemes will not be eligible for the Travel Allowance or Travel Card.

# Bicycle Allowance

* 1. To encourage use of bicycles by staff, a payment of 20p per mile will be paid when a staff member is authorised to use a bicycle whilst travelling around the Borough on Council business. Prior authorisation from your manager must be obtained.
  2. The allowance can be claimed using the Car/Bicycle mileage claim form available on the intranet. Staff should ensure that they have adequate Personal Accident insurance and should produce the insurance documentation to their manager prior to authorisation.

# Motorcycle Allowance

**7.1** Staff working in posts attracting an Essential Car User Allowance may use a motorcycle and receive the relevant agreed HMRC rate for mileage. The manager must confirm that the employee is able to undertake the functions for which an ECUA is required while riding a motorcycle.

**7.2** Authorisation is unlikely to be given if the reason for the ECUA is related to carrying heavy equipment. Additionally, motorcycle usage is explicitly excluded if there is a need for passengers to be transported as part of the job requirements.

**7.3** Motorcycle usage does **not** attract a lump sum payment.

# Withdrawal of Allowance

* 1. If for any reason the duties of your post change, e.g., through a restructure or a substantial change in your job description or personal circumstances, the Essential Car User Allowance or Travel Allowance will be withdrawn.
  2. You will be given three months’ notice of this change.

For further information or advice on any aspect of this policy, contact the Recruitment and Resourcing Team on ext. 6400 or email [hr.generalenquiries@towerhamlets.gov.uk.](file:///C:/Users/daynia.townsend/Downloads/hr.generalenquiries@towerhamlets.gov.uk)

**London Borough of Tower Hamlets   
Human Resources and Organisational Development**

**APPLICATION FOR ESSENTIAL CAR USER ALLOWANCE**

The criteria under which a post can be eligible for an essential user allowance are:

* Heavy or valuable equipment has to be transported more than once a week, as evidenced by mileage claims of at least 1000 miles annually, and/or;
* Work related passengers, i.e., clients (service users) are carried more than once a week as evidenced by mileage claims of at least 1000 miles annually, and/or;
* The post holder must always have a car available for providing an emergency response that requires immediate attendance at an incident, and where the use of the public transport would not allow a rapid enough response, and/or;
* As a reasonable adjustment for a disabled member of staff who requires use of a car to carry out the duties of their post more than once a week, as evidenced by mileage claims of at least 1000 miles annually. This must be agreed and supported by a recommendation from Occupational Health.

The job description must be attached to the application. Please note that if for any reason the duties of the post change e.g. through a restructure, substantial change in the job description or personal circumstances, the essential car user allowance will be reviewed and may be withdrawn. Mileage levels will be reviewed annually and where the threshold is not met the allowance will be withdrawn.

Further information is available in the Work Related Travel Policy, available on the intranet. The application form should be sent to your Divisional Director for approval. For any queries, please contact the Recruitment and Resourcing Team on ext. 6400 or email [hr.generalenquiries@towerhamlets.gov.uk](file:///C:/Users/daynia.townsend/Downloads/hr.generalenquiries@towerhamlets.gov.uk)

|  |
| --- |
| **1. Employee’s Details (to be completed by applicant)** |
| Name: ………………………………………………………………………….  Payroll No: ………………………………………………………………………….  Job Title: ………………………………………………………………………….  Date of Appointment to Post: …………………………………………………………………  Directorate: ………………………………………………………………………………......  Service Area: …………………………………………………………………………………...  Section: .………………………………………………………………………………….  Effective Date for Essential Car User Allowance……………………………………………  Please specify the criteria, as listed above.  Your application will not be authorised if you do not specify the criteria.  ……………………………………………………………..……………………………………..  ……………………………………………………………..……………………………………..  ……………………………………………………………..………………………………………  Employee Signature: …………………………………………. Date: …….../.……../....….. |

|  |
| --- |
| **2. Confirmation Signatures** |
| * I confirm that the above post meets the criteria for an essential car user allowance. * I confirm that the above employee is eligible to receive the essential car user allowance.   Effective Date for allowance: ……………………………………………………….  Divisional Director Name: ……………………………………………………….  Divisional Director Signature: ……………………………. Date: …….../.……../....…  Head of HR Name: ………………………………………………………………….  Head of HR Signature: .…………………………………… Date: …….../.……../....… |

Staff who are recruited to posts designated as being eligible for an Essential Car User Allowance will be able to claim this from the date they commence employment with the council providing they satisfy the necessary criteria, i.e., they hold a current driving licence and have a suitable vehicle available for use, and on provision of the correct documentation. i.e., insurance cover for business use, a vehicle registration document and a current M.O.T certificate if the vehicle is more than 3 years old.

**Completed forms, with the relevant documents, should be scanned and emailed to:** [**hr.generalenquiries@towerhamlets.gov.uk**](mailto:hr.generalenquiries@towerhamlets.gov.uk)**.**

The criteria under which a post can be eligible for a travel allowance or travel card are

**London Borough of Tower Hamlets  
Human Resources and Organisational Development**

**APPLICATION FOR TRAVEL ALLOWANCE/TRAVEL CARD**

1. There is requirement to undertake site/client visits on a daily basis.
2. The post holder must not be in receipt of an ECUA.

The job description must be attached to the application. Please note that if for any reason the duties of the post change e.g. through a restructure, substantial change in the job description or personal circumstances, the travel allowance/card will be reviewed and may be withdrawn.

Further information is available in the Work Related Travel Expenses Policy, available on the intranet. The application form should be sent to your Divisional Director for approval. For any queries, please contact the Recruitment and Resourcing Team on ext. 6400 or email [hr.generalenquiries@towerhamlets.gov.uk](file:///C:/Users/daynia.townsend/Downloads/hr.generalenquiries@towerhamlets.gov.uk)

|  |
| --- |
| **1. Employee’s Details (to be completed by applicant)** |
| Name: ………………………………………………………………………….  Payroll No: ………………………………………………………………………….  Job Title: ………………………………………………………………………….  Date of Appointment to Post: …………………………………………………………………  Directorate: ………………………………………………………………………….  Service Area: …………………………………………………………………………………..  Section: .…………………………………………………………………………………………  Effective Date for Travel Allowance/Card: …………………………………………………..  Please provide the grounds for your application, making reference to the above criteria:  ……………………………………………………………..……………………………………  ……………………………………………………………..……………………………………  I confirm that I am not eligible for a 60+ London Oyster card, Freedom Pass or other free travel scheme.  Yes Text box for yes No Text box for no  Employee Signature: ……………………………………….. Date: …….../.……../....….. |

|  |
| --- |
| **2. Confirmation Signatures** |
| * I confirm that the above post meets the criteria for a travel allowance/card. * I confirm that the above employee is eligible to receive a travel allowance/card.   Effective Date for allowance: ………………………………………………………………  Divisional Director Name: ………………………………………………………………….  Divisional Director Signature: ……………………………… Date: …….../.……../....…..  Head of HR Name: …………………………………………………………………………..  Head of HR Signature: .…………………………………….. Date: …….../.……../....…… |

**Completed forms, with the relevant documents, should be scanned and emailed to:** [**hr.generalenquiries@towerhamlets.gov.uk**](mailto:hr.generalenquiries@towerhamlets.gov.uk)