

DISTURBANCE ALLOWANCE FOR TRAVEL TO WORK AND BUSINESS MILEAGE CLAIMS

Contents Page:

	Page No.
<u>General Conditions</u>	
<u>Scope</u>	
<u>Travel from home to location other than new base</u>	
<u>Guidance on claiming normal business mileage/expenses</u>	
<u>Exceptions</u>	
<u>Claim Forms</u>	

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DISTURBANCE ALLOWANCE FOR TRAVEL TO WORK AND BUSINESS MILEAGE CLAIMS

1	General Conditions
	<p>A disturbance allowance will be paid to employees where their place of employment is changed by the Council (not as a result of the individual submitting an application for a post) and due to the change additional expenses are incurred travelling to work. Please note, the allowance will only be paid where each journey to and from work has increased by more than 5 miles. The allowance will be paid for up to one year in accordance with the following conditions:</p> <ul style="list-style-type: none"> Excess expenses shall be based on one of the following, whichever is relevant to the employee's circumstances: <ul style="list-style-type: none"> (a) Bus fares (b) A locally approved transport rate of 45p per mile in respect of additional mileage actually involved in change of base, where the change in base is over five miles. (c) A locally approved passenger rate of 6.2p per mile in respect of additional mileage actually involved in the change of base where transport is provided by a fellow employee. Additional mileage will be based on the difference between home and the new base and home and the old base excluding the first five miles per journey (where a journey refers to home to work or work to home). Disturbance allowance can be claimed only for journeys actually undertaken between home and the new base. Payment of disturbance allowance applies only where the allowance payable for travelling both ways from home to the new place of work and from home to the old place of work is greater than £2.75 per week. If an employee chooses to move house within the one year period, the allowances will be reviewed and, depending on the circumstances, will remain the same, be reduced or cease.
	<p>Claims should be made electronically on Business World or, where the employee does not have access to Business World, submitted to HR Shared Services on a yellow form headed "Disturbance for Transferred Officers and Taxable Travelling Expenses" Ref. PAY05, monthly for the period ending on the 9th of the month.</p>
	<p>Employees should select the appropriate "Expense Type" in Business World when undertaking the journey as a passenger or as a driver. This can be indicated on the yellow paper claim form in the appropriate column. The section concerning "Make of Car" etc. need only be completed by drivers.</p>
2	Scope

	This Policy applies to all employees of Scottish Borders Council.
3	Travel from home to location other than new base
	Where the first journey from home in the morning is to a location other than your new base normal business mileage/expenses may be claimed in accordance with normal procedures (see below), with your <u>old base</u> being used as the basis for any calculation purposes. Similarly, normal business mileage/expenses may be claimed where your last journey home at night is from a location other than your new base.
	Once the right to claim disturbance allowance ceases the new base will become your designated base and will therefore be used for all calculation purposes.
4	Guidance on claiming normal business mileage/expenses
	Business mileage/expenses may be claimed for all necessary journeys made in the course of your duties between work locations. However, where you travel between your home and a location other than your normal work base you may claim the mileage from your home to the location less the mileage from your home to your <u>old base</u> . e.g. Home in Jedburgh to old base in Newtown St Boswells = 10 miles Home to new base in Galashiels = 16 miles Employee travels from home to a meeting in Hawick = 14 miles The actual claim will be 4 miles being the 14 miles travelled to Hawick less the home to old base distance of 10 miles.
	Claims for normal business mileage/expenses should be made electronically on Business World or, where the employee does not have access to Business World, submitted to HR Shared Services on the white "Travel and Subsistence Expenses Claim Form" Ref. PAY 04A, monthly to the 9th of the month, available on the Intranet.
5	Exceptions
	Home Care Support Workers should complete a yellow form headed "SB Cares Travel and Subsistence Expenses Claim" Ref. PAY 01 for any mileage claimed.
6	Claim Forms
	Disturbance claim forms mentioned above are available by contacting HR Shared Services on 01835 825052 or 825053 or email payroll.salaries@scotborders.gov.uk to whom any queries should be directed.