

Travel and Subsistence

If I am attending a conference, course or meeting away from Derbyshire, will the council still provide me with overnight accommodation?

Yes overnight stay will continue to be paid where attendance is seen as essential and approved. This is of course on occasion included in the course fees.

Will I still be reimbursed for out of pocket payments such as car park fees and bus fares?

Car Park fees and Bus Fares are not really classified as out of pocket expenses, but yes car park fees should continue to be claimed as part of the travel claim and bus fares claimed as an alternative to car mileage as now.

Once the mileage rate drops will I be required to use my own vehicle for business, or can I refuse?

Yes employees will be required to use their car for such journeys as are deemed necessary to discharge their duties as is the requirement for both Casual and Essential Car Users currently. The underlying principles behind this change are:

- you should be reimbursed for the costs that you have incurred. You should neither make a profit nor subsidise the County Council
- Derbyshire County Council will encourage environmentally friendly travel
- the arrangements should be easy to understand and administer, tax efficient and consistent with other processes and systems
- there should be consistency and equal treatment of employees.

A lot of travel is of course necessary, but it is worth investigating if this can be done in different ways – e.g. by travelling less and using conference calls if that is appropriate, working remotely where appropriate, or trying to use other forms of transport.

How have the proposed mileage rates been arrived at?

We are phasing in the new 40p per mile rate over two years as described in the Single Status Booklet.

All existing allowances will be replaced with a single rate which will be brought in line with the HMRC rate. The rates from April 2010 will be 50p per mile for the first 8,500 miles, 12.2p per mile thereafter.

From April 2011, this will reduce to 45p for the first 8,500 miles/12.2p per mile thereafter, and from April 2012, to 40p per mile for the first 10,000 miles/25p per mile thereafter. Also from April 2012, an extra 5p per mile can be claimed for each approved passenger.

The 40p per mile rate is that recommended by HMRC, and is in line with the AA's current cost breakdowns. HMRC recognises that 40p per mile covers business insurance, fuel, servicing, tyres, tax, insurance and depreciation. Any rate in excess of 40p is taxed by HMRC. The 40p rate will be kept under review in joint discussions with the trade unions.

Ending the essential car user status may have recruitment implications if other authorities continue to have it for their employees?

We believe that this allowance is unlikely to stay the same anywhere for much longer and that other authorities will change this in time. It is taxed in any case – as HMRC see it as profit or a 'perk'.

I am an employee who is not covered by Single Status but I claim mileage at the County Council rate – will my mileage rate change?

Yes, the new rates will apply to everyone from 1 April 2010, other groups not affected by Single Status will be notified separately.

What about hiring a car?

Hire cars should be used for all journeys of more than 110 miles per round trip.

I have to attend a training course in London and will need to travel the day before. Will I be allowed to claim excess travel time?

Managers will have discretion to award time off in lieu when staff have to travel excessive distances to attend regular training courses, extending over the working day. If your course is a 'one-off', the rule is that you should claim no more than a normal working day (7 hours 24 minutes).

I have to attend regular training courses out of county, how will this be covered by the new arrangements?

If you are regularly required to travel long distances, extending over the working day, managers will have discretion to allow some time in lieu to compensate.

If you have further questions please contact the SSC Helpline on

Internal : extension 35525

External : 01629 535525

Email : single.status@derbyshire.gov.uk