

Staff travel policy

Introduction

This policy addresses two aspects of staff travel:

1. Travel time
2. Travel costs

1. Travel time

This section applies to permanent and temporary full time and fractional lecturing staff who are required to travel from a permanent college site to off-site venues to provide teaching or training. Its intention is to compensate for the time taken to travel to these venues. This is payment for time taken for travel which will be treated as additional to normal contractual hours.

Off-site locations are divided into 3 broad bands in relation to their distance from the college site which is the staff member's main place of work.

- i) up to 8 miles round trip
- ii) 9-20 miles round trip
- iii) 21 miles and over round trip

Staff will be paid the following amounts of compensation based on a rate of

- i) £8 per round trip
- ii) £12 per round trip
- iii) £16 per round trip

Staff are required to agree the travel compensation payment with their line manager before carrying out the travel. Claims for compensation should be made on the travel compensation claim form which can be found on the intranet.

Travel time compensation will be paid through the payroll and is subject to tax and N.I. but not pensionable.

2. Travel costs

This section applies to permanent and temporary full time and fractional academic and support staff who are required to travel to off-site venues to provide or attend training, conferences and meetings. Its intention is to compensate for the actual travel costs incurred. It also applies to assessors employed by the college and VHLs attending approved training.

Public transport should be used wherever possible and always for travel within the London congestion charging zone. Staff should always use an Oyster card which can be obtained for £3 from many outlets. The initial cost of the Oyster card will be reimbursed on production of a receipt. Staff should claim the actual cost of their travel. Guidance on costs using Oyster can be obtained from the Transport for London website: www.tfl.gov.uk. Claims should be made on the usual form. Where Oyster has been used this should be clearly stated and receipts are not required. For all other forms of public transport (e.g. main line trains) a receipt is required.

Mileage is only payable if public transport is not appropriate and must be pre-approved by the line manager. Mileage will only be paid in excess of the distance normally travelled to the main place of work.

For example, if the main place of work is 10 miles from home and the distance to the venue for a training course is 50 miles then the mileage claimable is 80 miles (round trip).

Claims should be made on a mileage claim form which is available on the intranet.

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Principal
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