

# Policy

## Travel Expenses

### Policy Statement

All staff have an assigned place of work at a Havering Council location, this is the contractual base of staff for HMRC mileage, travel claims, and other expenses purposes.

### Scope

This policy applies to all Council employees except:

- Those employed in schools
- Those employed under the JNC for Chief Executives and the JNC for Chief Officers Conditions of Service (Note: In the absence of corresponding provisions in those JNC Conditions of Service, the provisions within this policy may be applied in whole or in part)

### Principles

- The travel expenses policy supports the Council's green agenda
- Staff should carefully consider whether there is the need for business travel, especially to attend meetings that could be conducted successfully by other means

### Claiming Travel Expenses

- Staff intending to use their own vehicles in the course of duties must ensure that their vehicle:
  - is roadworthy
  - is covered by insurance for business use
  - staff must have valid driving licence.

Staff who are unable to meet these basic requirements may not use their vehicles for work purposes under any circumstances.

- All mileage claims must be for Council business. Staff who wish to reclaim business mileage costs should first seek prior authorisation from their manager before the journey.

- Journeys undertaken for the purposes of commuting between a staff member's home and workplace are the personal responsibility of the staff member and will not be reimbursed by the Council.
- Where a journey is undertaken for the purpose of commuting between a staff member's home and a place of work outside of the London Borough of Havering, the staff member may claim reimbursement for the difference in cost (if using public transport) or mileage (if using own vehicle) between that journey and the staffs ordinary journey to their workplace (insert link).

## Resources

Access to further resources are found here (insert link)

Effective date	Review date	Owner	Approved by
		HR&OD	