

Wiltshire Council Excess Travel Procedure

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Policy Statement

This policy sets out what excess travel can be claimed primarily as a result of work base relocations because of the transition to a single unitary authority.

Introduction / Purpose

Under previous national terms and conditions, employees whose work base changed as a result of a restructuring/reorganisation were entitled to excess travel allowances, known as appendix E.

From 1 April 1999 this was no longer a national term.

As there are likely to be a number of relocations, primarily as a result of Local Government Reorganisation, but also because of other internal reorganisations such as the establishment of the Shared Services Team, this scheme has been reintroduced to assist the achievement of the service changes and staff retention over this period.

Objectives

To aid retention to Wiltshire Council during the transition to a unitary authority.

Scope

This policy applies to all Wiltshire Council Staff except those employed in schools.

Procedure / Application

What excess travel expenses can be claimed?

- The difference between home and old contracted work base and home and new contracted work base will be paid if that exceeds 3 miles, or more.

What rate?

- second class rail and/or bus fare
- public transport equivalent rate
- if an authorised car user the officer's normal rate

How long can be claimed for?

This will apply from 1 April 2009. The excess travel allowance will be payable for a period 3 years from the date of change of work base.

Procedure Review

This procedure to be reviewed in March 2012 by which time it is anticipated that most LGR and related moves will have taken place.

Policy Version History:

Author: Jane Tagg Date: 10 November 2008