



**SOLIHULL METROPOLITAN BOROUGH COUNCIL**

# **Travel, Subsistence & Personal Expenses Policy**

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If you require this information in an alternative format or need assistance because English is not your first language, please contact your nominated Human Resources Advisor in the first instance for further support.

**This policy sets out the terms of agreement reached by those participating in the Council's Consultation and Negotiating Framework.**

## TRAVEL, SUBSISTENCE & PERSONAL EXPENSES POLICY

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### Document revision dates

Revision	Date	Revision description
1.0	November 2017	New policy issued following consultation with CCNC and approval by Governance Committee.
1.1	December 2018	New mileage distances appendix 4 added and sections 3, 6 and Appendix 2 updated accordingly.
1.2	January 2019	Updated section 6 due to the introduction of claiming mileage on i-expenses. Summerfield mileage distance amended.
1.3	June 2021	Updated section 3. Included electric and hybrid cars and claim process in section 6.1 on mileage claims and updated claim form. Updated sections 3 and 6.9 to include the Birmingham Clean Air Zone charges.
1.4	October 2022	References made to hybrid working Addition of sections: 6.6.1 WM Cycle Hire Scheme 9. Relocation 10. Post Entry training expenses 11. Working from home expenses 12. Reimbursement of eye tests 13. False claims 14. Data protection  Expense claims to be authorised by the budget manager.  Clarifies that there should be no reimbursement of alcohol at Council events or meetings without express authority in section 3.  Added in the principles that reasonable adjustments for staff with disabilities or pregnant employees will be taken account of in relation to journey times or means of travelling on Council business.
1.5	December 2022	Addition of professional subscriptions section

## **Travel, Subsistence & Personal Expenses Policy**

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## 1. Purpose and Scope

This document aims to provide information and guidance to all employees of Solihull Council when claiming reimbursement for travel, meals, accommodation and personal expenses. This will apply to all employees, including temporary staff, apprentices, casuals and volunteers, who incur reasonable and necessary expenses whilst travelling on authorised Council/School business or may incur personal expenses as part of their role.

School governing bodies are responsible for agreeing their own policy on expenses and may adopt this model if they wish.

This policy and guidance does not apply to contractors or elected members.

This policy should be read in conjunction with other relevant [policies](#) including Code of Conduct, Hybrid Working guidelines, Relocation, Post Entry training and Driving at Work policy. All employees who drive for work must be able to confirm that they hold a valid and correct driving licence; are fit to drive and have valid and appropriate business class insurance, road tax and MOT.

## 2. Objectives

- To ensure claims are paid fairly, consistently and accurately to all employees and those Council/School monies are being appropriately managed in terms of probity and scrutiny.
- To ensure employees are not 'out of pocket' whilst carrying out official business and do not gain from any such claim. Every attempt should be made by managers and employees to justify and keep claims to a minimum.
- To recognise the Council's priorities for reducing net carbon emissions including the promotion of "sustainable travel initiatives.
- To have full regard for any income tax regulations.

To keep business travel to a minimum and consider the most efficient use of working time to achieve the environmental benefits of hybrid working.

## 3. Principles

This guidance covers all types of travel and the reimbursement of costs incurred on Council/School business, excluding normal travel to and from the employee's contracted place of work and their home (see section 6.2).

This does not apply to employees who incur additional expenditure as a result of their place of work having moved following a reorganisation. In these circumstances please refer to the [Management of Change](#) Policy.

Reasonable adjustments for staff with disabilities or pregnant employees will be taken account of in relation to journey times or means of travelling on Council business.

As part of the Council Plan a key priority is the environment, reducing net carbon emissions and improving air quality. The Council aims to encourage as many employees as possible to use the public transport links that are available, or some other means of sustainable transport, both when travelling for work around Solihull or to other areas. Use of public transport should be the first

choice where it is more economic in time and resources. This is particularly the case for 'out of borough' journeys, for example to destinations in the West Midlands, those on direct rail routes (e.g. London, Manchester) or to parts of Birmingham City Centre which has [Clean Air Zone](#) charges for polluting vehicles entering the zone.

Reimbursement of employees who use public transport will be at standard class rates at the cheapest rate available.

Purchase of rail tickets should be obtained using the online form (see 6.5 below). School based staff should refer to the School office for the arrangements that apply.

Where an employee has paid for their own travel and subsistence, claims must be made either through the Council's electronic Oracle i-Expenses system (essential user car mileage) or by completion of a 'Travelling and Subsistence' claim form and attaching supporting VAT receipts (including VAT receipts for expenditure on petrol/diesel to cover as a minimum the value of the mileage claimed). Only in exceptional circumstances may travel and subsistence claims be made via a Purchase Card. Payments must not be made from 'petty cash'.

Any mileage claimed from the Council House to other SMBC locations or schools should be in accordance with the approved mileage distances listed in Appendix 4 (Also see section 6.2).

Minor expenses incurred as part of your role and agreed in advance by the budget holder can be claimed via i-Expenses if you have a VAT receipt.

All claims should be submitted for payment the month following and no later than 3 months of the expense being incurred. In exceptional circumstances late claims may be allowed (e.g. long term absence) and will require authorisation by the budget manager.

Abuse of the policy or fraudulent claims will lead to disciplinary action, and if substantiated may result in dismissal (See section 13 on false claims)

Use of a privately owned car for Council/School business must be used in accordance with the Council's [Driving at Work](#) Policy.

Employees are obliged to conduct themselves in a responsible and professional manner at all times, including at external events, such as work-related functions, or in any capacity when representing the Council in any way. Public funds should, therefore, not be used to purchase alcohol at any Council event or meeting without the express approval, which should be in writing (email will be sufficient), from either the Chief Executive, Director of Resources and Deputy Chief Executive or a Director. Employees need to appreciate and be sensitive to the possible public perception around alcohol consumption and duly consider whether this constitutes an appropriate usage of taxpayers' money.

#### **4. Responsibility of the Authorising Officer**

- To ensure claims adhere to the Council's financial regulations.
- To ensure journey expenditure has been necessarily incurred and mileage claimed is accurate.
- To ensure claims are correctly processed and, where appropriate, are supported with accompanying VAT receipts.
- To ensure employees are aware of their responsibilities in relation to keeping costs to a minimum.
- To encourage employees to use appropriate, alternative forms of transport which are economical and support 'sustainable travel initiatives'.

## 5. Responsibility of the Employee

- To complete and submit claims accurately and in a timely manner.
- To use appropriate forms of transport which are economical and support reducing carbon emissions.
- To aim to keep business travel to a minimum and make the most efficient use of working time to help achieve the environmental benefits of hybrid working.

As a public organisation, Solihull MBC and each employee is subject to scrutiny and can be asked at any time to provide information regarding all types of expenditure. Therefore, all expenditure must be justified and authorised in advance of the expenditure being incurred (e.g. accommodation) and in accordance with financial regulations.

Employees are responsible for maintaining accurate records of any expenses they incur. This should be in the form of dated and itemised VAT receipts. Credit card receipts alone **will not be accepted** as proof of purchase.

## 6. Travel

Solihull MBC aims to be both cost effective and considerate of the environment. It therefore aims to reduce the number of business miles travelled by staff and to limit cost at all times.

Only essential business travel should be undertaken. Wherever possible, alternative virtual working and communication arrangements should be considered, including telephone, e-mail and, if available, telephone and video conferencing e.g. Microsoft Teams, etc.

### 6.1 Mileage rates

Where a privately owned car or motorcycle is used for authorised Council/School business, reimbursement will be within the PAYE dispensation granted by the HM Revenue and Customs. The Council reserves the right to amend or vary its allocated fuel rates as circumstances require. The mileage rates are as follows and apply to all staff including teachers:

i.	Essential car user	45p per mile
ii.	Casual car user	25p per mile
iii.	Protected casual car user* <i>(*Employees who began working for SMBC before 01/10/2011)</i>	36p per mile
iv	Private motorcycle	24p per mile
v	Private bicycle	20p per mile

Hybrid cars are treated as either petrol or diesel cars as per the above fuel rates.

Privately owned electric-only vehicle users should also select the respective essential, casual or protected car rate per mile above to claim for business mileage. Receipts are not required when claiming for electric vehicles, however you do need to provide evidence that your vehicle is electric by scanning and attaching a copy of your vehicle registration document to your first claim.

Where employees are carrying passenger(s) for the purpose of an official journey, reimbursement will be on the basis of an additional **5p per mile** for each passenger carried. The passengers must be Council employees and they must also be travelling on official business. Where passengers are only carried for part of an overall journey the claim should be split to clearly show the mileage claimed with and without passengers.

Mileage claims should be supported by VAT receipts for petrol/diesel to, as a minimum, the value of the mileage claim. VAT receipts and evidence of electric vehicle registration numbers should be emailed to [vat@solihull.gov.uk](mailto:vat@solihull.gov.uk).

Further details and definitions are available in SMBC's Car Mileage Scheme on the [Intranet/School Extranet](#).

## **6.2 Work journeys and travel time**

### **6.2.1 Mileage between journeys**

Mileage and travel time between Council office locations will only be eligible where the reason for the journey is genuine and based on business need and not just the personal choice of the employee to work at another location.

The majority of employees have their normal place of work stated in their terms and conditions of employment, as being a specific location or any other Council property/ School site. Employees will have only one contractual work base.

Travel between home and the employee's work location (stipulated in their contract of employment) will not be eligible to be claimed as a travel expense, even when the employee is working from home in a hybrid way.

Where an employee travels from home to a location other than their normal place of work (e.g. when travelling from home to a training event or to an off-site meeting), mileage can only be claimed if the miles travelled are in excess and more than the shortest route from home to their work base. The same applies to journeys from a location other than the normal place of work to the employee's home and is irrespective of the mode of transport used. Further guidance on disregarded miles is available in Appendix 3.

For certain employees who have to make regular journeys to and from home throughout the day for work purposes, some journeys to and from home may be eligible for reimbursement. In situations where an employee works a split shift and it is necessary for the employee to return home, the mileage from the last call to home (shift 1) and from home to the first call (shift 2) can be claimed. This mileage will be subject to the deduction of tax and national insurance contributions. Employees who work split shifts and are required to travel home between shifts should discuss the situation with their manager.

In exceptional circumstances, where an additional business journey between home and their work base may be required (i.e. outside the employee's normal hours of work or normal responsibilities), car mileage for the home to work base and work base to home journeys may be claimed. These journeys will be subject to the deduction of tax and national insurance contributions. These journeys must be claimed as 'taxable' journeys and should be claimed using the 'Travel and Subsistence' claim form.

### **6.2.2. Travel time claims**

Travel time must be managed to ensure it is kept to a minimum, provide the most efficient use of working time and achieve the environmental benefits of hybrid working. Travel time will only be counted for journeys between the designated work base and business locations during the normal working day.

An employee is entitled to claim travel time at the start/end of the shift/business journey **if** this is longer than the normal home to work base journey time. You can only claim the additional time the journey takes. (Note this is the standard time and not any extra time which may be incurred resulting from traffic congestion etc). If the first call journey time is similar or less than the usual journey time from home to your normal office base, no travel time can be claimed.

## **Example:**

An employee's contractual base is the Council House which usually takes them 15 minutes to get to from their home. The employee works in a hybrid way and one day they work from home, they travel from their home to their first business visit of the day without going to their normal office base and the journey takes 25 minutes.

As a result of this being longer than their normal journey, home to work base, the employee can record the extra 10 minutes' travel time as working time.

### **6.3 Shortest Route**

Employees will be expected to use the shortest or most reasonable direct route. In this context, reasonable takes account of the quality, safety and timeliness of the route and therefore includes road and traffic conditions. A list of approved mileage for single and return journeys from the Council House to other key SMBC locations can be found in Appendix 4 and should be used when claiming mileage for these journeys.

When it may not be possible to take the shortest route, e.g. due to road conditions, the reason should be provided on the claim form and discussed and authorised by the budget manager.

The shortest route should be verified by using travel websites/apps such as Google maps or as agreed with your line manager to ensure consistency within your team.

### **6.4 Public Transport**

If the most effective means of transport is to travel by public transport for official business purposes, employees should claim the actual bus or standard class rail fare at the cheapest rate available.

Where personal travel passes (including Council subsidised travel cards) have been used for business travel, reimbursement will not be made – this is on the basis of there being no additional expenditure for the employee.

### **6.5 Rail**

All requests for rail travel should be made via the online request form as this will ensure best value tickets are obtained. Wherever possible, tickets should be booked in advance to take advantage of cheaper advanced prices. The online form (Appendix 2) provides a link displaying all of the cost options for travel to London.

### **6.6 Bicycle**

If use of a privately owned bicycle is deemed appropriate and safe for business journeys, by the appropriate authorising budget manager then an allowance of £0.20 pence per mile may be claimed. This allowance includes maintenance and any protective clothing which may be necessary.

#### **6.6.1 West Midlands Cycle Hire scheme**

The West Midlands Cycle Hire scheme offers 80 cycles and e-bikes for hire located in and around Solihull Town Centre 24 hours a day, as well as other towns in the West Midlands. There are 10 docking centres across the town centre including the High Street and train station. SMBC encourages employees to use these bikes for sustainable travel between local business journeys as an alternative to using the car. Users can either buy bundles of minutes up-front or pay as you ride, using the Beryl cycle hire app.



Employees will be reimbursed for the unlocking fee which can be claimed via through Oracle i-expenses. (Note, if you buy a bundle for a pedal bike there is no unlocking fee but does apply to e-bikes and occasional users).

For more information, please visit [www.wmcyclehire.co.uk](http://www.wmcyclehire.co.uk)

### **6.6.2 Cycle to Work scheme**

This salary sacrifice scheme entitles employees to 'loan' cycles and cycling equipment as a tax-free benefit, which can save between 32-45% off the cost of a new bike, depending on the employee's personal rate of tax. Essentially the cycle and equipment are purchased through salary reduction at source and after the designated loan period the cycle hire period can be extended at no additional cost to the employee. Further details of the Cycle2work scheme are available on the [Intranet/School Extranet](#).

### **6.7 Air**

Air travel should only be used where alternatives have been considered and travel by air can be justified by being quicker and cost effective. Economy class or equivalent must be used in all cases. Permissions for business travel abroad must always be obtained prior to the journey from the respective Director. Air fares should be paid for using a Council purchase card in advance and not claimed back as expenses. School staff must seek approval from the Headteacher. For Headteachers, approval must be obtained from the Chair of Governors.

### **6.8 Taxi**

Taxi and other miscellaneous travel can only be authorised by the appropriate budget manager where alternative travel arrangements are unavailable, where the employee would be at personal risk and/or where a disabled employee cannot reasonably use any other form of transport. These expenses will not be paid without appropriate receipts and claims must be submitted within the three-month time limit.

### **6.9 Car Parking Fees & Fines/ Clean Air Zone Charges**

Receipted car parking charges will be reimbursed for employees incurring additional expenditure when on Council/School business.

Where car parking fees are necessarily incurred when visiting the Council House (i.e., where it is not the normal workplace), employees should, wherever possible, use Council operated car parks (i.e., Church Hill, Lode Lane, Monkspath Hall Road, Poplar Road, Mell Square, Dominion Court).

Employees are responsible for any parking fines, [Clean Air Zone](#) charges and fines, fixed penalty notices or driving endorsements incurred whilst on Council business if using their own vehicle or a Council vehicle.

If an employee chooses to travel into the Birmingham Clean Air Zone area for work purposes and incurs a charge, the charge will not be reimbursed by the Council. If there are very exceptional circumstances that would present difficulties for the employee to use public transport and they have to travel using their own car and subsequently incur the charge to enter the zone; this must be **raised in advance** of the journey with the Assistant Director for consideration of the circumstances and any approvals that the charge could be reimbursed.

### **6.10 Annual travel pass**

The Council provides a scheme to assist employees to purchase discounted annual travel cards by spreading the cost over a ten-month period. The card covers travel by bus, rail and Metro within the network West Midlands area. For further details see [Travel Pass Information Pack](#).

## 6.11 Claiming for travel

Mileage and non-mileage expenses e.g. car parking, will need to be claimed by following the appropriate Travel and Subsistence process based on your terms and conditions of employment and should be supported with relevant VAT receipts. Please refer to the HR Intranet/School Extranet for the process and form.

If you are a claimant on NJC Terms and Conditions with regular access to a PC, you will need to submit your mileage claims using Oracle iExpenses, and for non-mileage related expenses you will need to complete a Travel and Subsistence claim form.

For all school based and non NJC employees you will need to complete a form for all reimbursement.

In all cases full details of the claim should be entered. Journeys should be provided in sufficient detail to enable the claim to be independently validated. An SMBC claim form can be found in Appendix 1 for those that cannot access the Intranet/School Extranet.

## 7. Claiming expenses for meals

As a general rule, meal costs are the responsibility of the employee whether they are at or away from their work base.

However, employees who necessarily incur additional expense in the course of their work will be reimbursed reasonable, actual expenditure provided there is prior management approval and subject to appropriate evidence of expenditure being submitted (i.e. itemised VAT receipts). Reimbursement will normally only be appropriate in relation to expenditure associated with:

- a) meals and accommodation costs during overnight stays;
- b) the transportation of service users (i.e. Social Care);
- c) expenditure which is unforeseeable and unanticipated.

Where possible, the details and level of reimbursement will have been discussed and agreed with the budget manager in advance. The cost of purchasing meals will be reimbursed up to the maximum allowance published by HMRC as set out below:

<b>Minimum journey time</b>	<b>Maximum amount of meal allowance</b>
5 hours	£5
10 hours	£10
15 hours (and ongoing at 8pm)	£25

To qualify for subsistence payments, the employee should be absent from their normal place of work or home for a continuous period in excess of five or ten hours. The employee should have incurred a cost of a meal (food and drink) after starting the journey and retained appropriate VAT receipts for their expenditure.

As a requirement for hybrid working, employees whose routine duties require them to work away from their nominated work base or establishment must make their own provision for meals and will not be eligible for allowances.

Claims for meals apply to non-routine, unforeseeable and unanticipated occurrences, normally held outside of the borough and not at a SMBC (or associated/partnership) building, School or site.

Employees attending a regular training course (e.g. a qualification supported by the Council/School) will not be entitled to claim.

The cost of alcoholic drinks, snacks, newspapers or other personal items will not be reimbursed.

## 8. Accommodation

There may be occasions when an overnight stay in the course of business is unavoidable. All requests for accommodation must be authorised in advance by the budget manager. There are wide variations across the UK in terms of costs and standards of accommodation available, however permission should only be granted for the most cost effective accommodation available, for example small or budget style hotel, e.g. Travelodge. Reasonable, accessible accommodation must be provided to employees with disabilities.

The appropriate budget manager approving accommodation must be confident that their actions and decisions will stand scrutiny. Wherever possible, accommodation should be booked in advance using a purchase card, or the Council/School being invoiced directly. Where this is not possible payment will only be made where the expenditure is itemised and VAT receipts have been provided. Claims should be submitted within the three-month time limit.

Meal allowances can be claimed in accordance with section 7.

## 9. Relocation and redeployment expenses

Relocation expenses must be claimed in accordance with the Council's [Relocation Expenses](#) guidance.

Employees who are required by the Council to permanently transfer from their existing work location to another work location will be reimbursed with the additional travelling costs they incur for up to two years. Please refer to the [Management of Change](#) policy for further details.

## 10. Post Entry training expenses

Reimbursement of professional qualifications, courses and associated costs are detailed in the [Post Entry Training](#) policy.

## 11. Working from home related expenses

The introduction of hybrid working allows employees to split their working time between the workplace and an agreed remote working location, such as their home.

No portion of the rental of an employee's own landline, mobile phone or internet provider costs will be reimbursed including where home or hybrid working arrangements are in place. Similarly, no expenditure on home energy usage, such as heating or lighting costs, will be reimbursable by the Council for any employee.

Employees may be able to claim tax relief for any additional household expenses incurred as a result of working from home, provided the expenses are solely work related. Additional costs include things like heating, metered water bills, home contents insurance, business calls or a new broadband connection. They do not include costs that would stay the same whether the employee was working at home or in an office, such as mortgage interest, rent or council tax. Employees may also be able to claim tax relief on equipment they have bought, such as a laptop, chair or mobile phone. To support hybrid working through the Smarter Ways of Working programme, ICT has developed a standard offer of a laptop and smartphone that will be provided to employees. A mouse, keyboard, laptop riser etc. for homeworking can be ordered, if required, by the line manager from ICT.

See further tax guidance [here](#) and please also refer the [Hybrid Working guidelines](#) for further information.

## 12. Reimbursement of eye tests

The Council offer an eye test voucher scheme with Specsavers for employees who regularly use Display Screen Equipment as part of their role. The scheme offers a voucher for an eye test and money off a pair of glasses at Specsavers and is quick and easy to use. For further details on eligibility and how to apply please see the Intranet under Benefits and Wellbeing, or click [here](#).

If the employee would prefer to use a different optician for the eye test, the cost of eyesight tests may be reimbursed to the employee up to the limit of £17 and a receipt will be required. For further details on eligibility and how to claim these expenses, please see the Intranet under Benefits and Wellbeing, or click [here](#).

## 13. Professional Subscriptions & Memberships

The Council do not offer reimbursement of professional memberships or subscriptions incurred as part of an employee's role unless it is a **statutory or legal requirement** of the role and is only applicable for employees on NJC terms and conditions.

A legal or statutory requirement for the role means that membership of the professional body **must be held** and that without this the employee would not be able to carry out their duties. This definition does not include positions that only benefit from the membership of a professional body through having access to resources and information.

For existing employees where protection arrangements are confirmed, as they do not meet the above definition, claims can continue to be made for their current annual subscription only. This protection will remain in place for a period of two annual subscription years. If during this time there is a role change and the subscription is no longer relevant to their role, the protection period will end.

When claiming for these expenses, proof of employee payment must be submitted with the claim. Claims should be made using Oracle [i-Expenses](#). The name of the professional body and membership period should be clearly stated on the claim.

Where employees pay for subscriptions fees themselves, they may be eligible to apply to HM Revenue & Customs for tax relief on professional subscriptions they pay. Please visit the [government website](#) for further details.

Fees may be payable where an appropriate level of membership is required for an employee who is undertaking training for a professional qualification as defined in the Council's **'Post Entry Training' policy**. Please refer to the policy for further information.

## 14. False claims

When a claim is submitted, employees declare that the information they have provided for their claim is a true and accurate record of the expenses incurred. However, if the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, further details may be requested.

The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to an employee prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from the employee's next salary payment on completion of the investigation.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

A random sample of expense claims are reviewed on a regular basis to ensure compliance with this guidance. Any discrepancies identified will be brought to the attention of Audit Services.

## **15. Data Protection**

The Council processes personal data collected for processing, authorisation and refusals for business expenses in accordance with the [Council's Privacy Notice](#) (for employees) and the [Council's Retention](#) policy which are available on the intranet.

In particular, this personal data is held securely and accessed by, and disclosed to, individuals only for the purposes of processing business expenses. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's incident reporting and management process immediately. It may also constitute a disciplinary offence, which will be managed under the Council's Disciplinary Policy.

**TRAVELLING AND SUBSISTENCE ALLOWANCE  
CLAIM FORM – SMBC RATES**

**This form should only be used for employees that do not have access to Oracle Cloud to manage their claims and/or employees claiming taxable mileage or non mileage items**

**PERIOD OF CLAIM:**

<b>From:</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>To:</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>

**CLAIMANT DETAILS:**

<b>Name:</b>		<b>Home Address:</b>	
<b>Section:</b>			
<b>Post Title:</b>			
<b>Payroll No.</b>		<b>Office Base:</b>	

**VEHICLE DETAILS:** If you use a different vehicle during the period of the claim, please use a separate claim form for each vehicle.

You must select the appropriate Mileage Rate to ensure your payment is processed on time:

<b>SMBC Essential</b>		<b>SMBC Protected</b>		<b>SMBC Casual</b>	
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<b>Registration No.</b>		<b>C.C.</b>		<b>Cat.</b>	
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**CLAIM SUMMARY:**

**Total number of claim sheets being submitted:**  Please ensure you total *all* claim sheets

	£	p
<b>Total non-taxable mileage without a passenger</b>		
<b>Total non-taxable mileage with a passenger</b>		
<b>Total taxable mileage</b>		
<b>Total disregarded mileage</b>		
<b>Car park charges</b>		
<b>Public transport fares</b>		
<b>Other- please identify:</b>		
<b>Total claim for period:</b>	00.00	00.00

**CERTIFICATION**

I certify that:

- (a) All of the expenses that I am claiming have been necessarily and actually incurred on approved Council business and are being claimed in accordance with the Council's Travel, Subsistence & Personal Expenses Policy and Guidance.
- (b) Where I have claimed car mileage: I hold a full driving licence for the vehicle for which the claim is made; the vehicle is insured for business use; and I have complied with the Driving at Work Policy.
- (c) Where I have claimed for mileage to/from the Council House to other SMBC sites, the approved rates in Appendix 4 of the policy have been adhered to.

<b>Claimant's Signature</b>	<b>Date</b>
<b>(Print Name)</b>	

**I confirm that the above claim is correct to the best of my knowledge and is in accordance with the Council's Travel, Subsistence and Personal Expense Policy and Guidance.**

**Authorising Signatories:**

<b>Budget Manager</b>	<b>Date</b>
<b>(Print Name)</b>	

<b>Head of Department</b>	<b>Date</b>
<b>(Print Name)</b>	

Once completed, please send this form via email to **Central Services** [centralservicesteam@solihull.gov.uk](mailto:centralservicesteam@solihull.gov.uk). VAT receipts and evidence of electric vehicle registration numbers should be emailed to [vat@solihull.gov.uk](mailto:vat@solihull.gov.uk).

**TRAVELLING AND SUBSISTENCE ALLOWANCE CLAIM FORM**



<b>Date</b>	<b>Location Starting Point</b> (e.g. Council House or road name)	<b>Location Destination</b> (e.g. Bluebell Centre or road name)	<b>Final Destination</b> (e.g. Council House or road name)	<b>No. Of Passengers</b>	<b>Miles Claimed</b> <small>*1</small>	<b>Type:</b> <b>N, T, HO</b> <small>*2</small>	<b>Purpose of Journey</b>	<b>Car Parking/ Other Travel/ Subsistence</b> <b>£ P</b>	
	<b>Total Home to Office Mileage Disregarded</b>		<b>Total miles without a passenger</b>				<b>Total non-mileage related expenses</b>		
			<b>Total miles with passengers</b>						

\*1 Less Home to Office mileage, where applicable.

\*2 **Journey Type:** 'N' for normal Journey; 'T' where journey is taxable; 'HO' travelled to/from home and home-to-office mileage has been deducted from journey.

**Notes:**

VAT receipts must be attached to the claim form to support claims for reimbursement of car parking, travel and subsistence. A VAT receipt should also be attached for petrol, at least to the value of the mileage claims being made. For electric cars, you need to provide evidence that your vehicle is electric by scanning and attaching a copy of your vehicle registration document to the first claim and sending to [vat@solihull.gov.uk](mailto:vat@solihull.gov.uk).

# APPENDIX 2



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- Property Services Team
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- Rail ticket pricing
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- Transport

### Note:

If you are travelling to London, please also be mindful of the different ticket options available and consider whether an alternative route may be more cost effective.

See [ticket pricing](#).

## Rail Ticket Booking

Please advise at least 3 working days before travel to ensure receipt of tickets.

We also keep discounted anytime return tickets to London for next day travel.

If your enquiry is urgent ring 6367 or 6027

[centraiservicsteam@southill.gov.uk](mailto:centraiservicsteam@southill.gov.uk)

Name  Phone  Your email address

From  To

Arrival / Departure   Date  Time   Return

Passengers   Do you have a railcard?  
 Yes  
 No

Reserved seat out?  Yes  No  
Reserved seat return?  Yes  No

London Tube Travelcard?  Yes  No  
Pick up from Central Services?  Yes  No

Cost code to be debited (6 digit number)  Budget holder email

The budget holder will be emailed as a polite notice to let them know that rail tickets have been booked using their cost code.

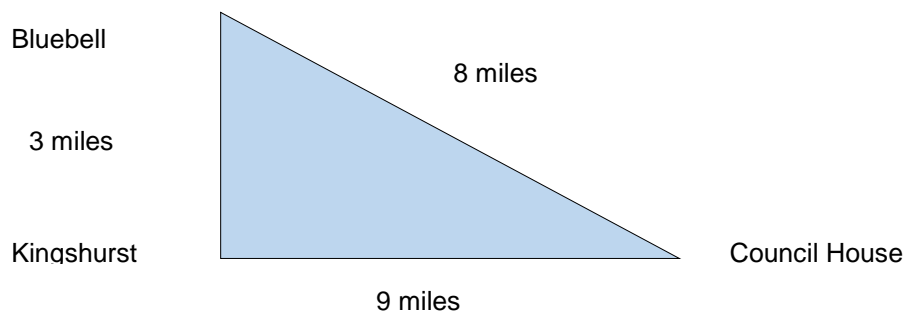


### APPENDIX 3

## MILEAGE CLAIM GUIDANCE NOTES FOR EMPLOYEES MAKING FREQUENT BUSINESS JOURNEYS THROUGHOUT THE DAY

There are times when employees need to go directly to a business visit rather than go to their normal office base. In these circumstances you may be able to claim mileage for part of the journey. You can only claim for the difference between your normal home to work base commute & the actual journey you made. Below are examples of what you can claim:

**Example 1:** Employee lives in Kingshurst, works at the Council House and travels directly to the Bluebell Centre from home for a meeting returning to the Council House and then returning home.



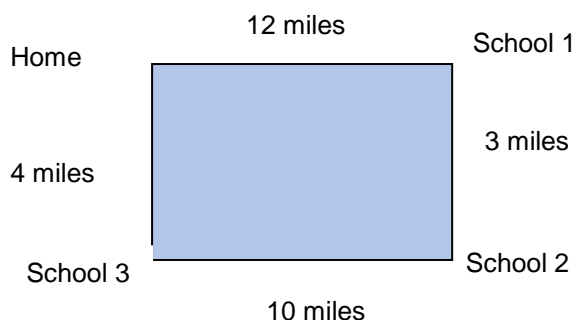
The actual mileage travelled is 20 miles (3 + 8 + 9 miles).

A normal journey from home to Council House is 9 miles (18 miles return journey).

Therefore, the mileage that can be claimed is 2 miles

**Example 2:** Had the employee started their journey from home (Kingshurst) and travelled to Bluebell and returned to home there would be no mileage to claim as total miles travelled would be 6 miles and is less than the normal return journey from home to workplace of 18 miles

**Example 3:** If the employee travels from home to a school, then makes two subsequent journeys to other schools before returning home, the total mileage would be 29 miles. The normal home to workplace return mileage of 18 miles is deducted, so the mileage that can be claimed is 11 miles



**Once you have completed your return home to office mileage then all subsequent business journeys can be claimed as normal.**

## APPENDIX 4

### Shortest route distances from the Council House to key SMBC locations (to the nearest mile)

Location	Miles (single journey)	Miles (return journey)
137 Bills Lane, Shirley	3	6
2 Kettlewell Way	8	16
222 Bills Lane, Shirley	4	8
25 Stapleton Drive	8	16
268 Creynolds Lane	4	8
27 Stapleton Drive	8	16
29 Stapleton Drive	8	16
3 The Green, Shirley	4	8
8 Downing Close	3	6
9 Downing Close	3	6
Auckland Education Centre	9	18
Bacons End Day Centre	8	16
Better Living Centre	5	10
Birmingham Airport	5	10
Birmingham Business Park	7	14
Birmingham International Railway Station	5	10
Century House	3	6
Chelmsley Wood Primary Care Centre	8	16
Chelmunds Place	7	14
Elmwood Place	9	18
Lode Lane Centre	2	4
Moat Lane depot	2	4
North Solihull Sports Centre	8	16
Park View Day Centre	1	2
Sans Souci Training Centre	4	8
Solihull Community Housing	8	16
Solihull Hospital	1	2
Solihull Train Station	1	2
Specialist Support Inclusion Services	9	18
Summerfield Education Centre	9	18
The Blue Bell Centre	8	16
Triple Crown Centre	2	4
Tudor Grange Sports Centre	1	2

### (using Google maps)

Schools & Libraries	Miles (single journey)	Miles (return journey)
BALSALL COMMON LIBRARY	9	18
BERKSWELL CHURCH OF ENGLAND	8	16
BISHOP WILSON CH OF ENGLAND	7	14
BLOSSOMFIELD INF AND NUR SCHOOL	2	4
BURMAN INFANT SCHOOL	4	8
CASTLE BROMWICH INF SCHOOL	10	20
CASTLE BROMWICH JUN SCHOOL	9	18
CASTLE BROMWICH LIBRARY	9	18
OLTON PRIMARY	4	8
CHELMSELEY WOOD LIBRARY	8	16
CHEMSLEY WOOD CHILDREN CENTRE	8	16
CHESWICK GREEN PRI SCHOOL	4	8
COLESHILL HEATH SCHOOL	7	14
COPPICE JUNIOR SCHOOL	3	6
CRANMORE INFANT SCHOOL	2	4
DAMSON WOOD NUR AND INF SCHOOL	3	6
DAYLESFORD INFANT SCHOOL (OLTON PRIMARY)	4	8
DICKENS HEATH COMM PRI SCHOOL	5	10
DICKENS HEATH LIBRARY	5	10
DORRIDGE PRIMARY SCHOOL	3	6
FORDBRIDGE COMMUNITY PRIMARY SCHOOL	8	16
FOREST OAK SCHOOL	8	16
GEORGE FENTHAM ENDOWED SCHOOL	4	8
GRESWOLD PRIMARY SCHOOL	2	4
HAMPTON IN ARDEN LIBRARY	4	8
HASLUCKS GREEN SCHOOL	3	6
HAZEL OAK SCHOOL	3	6
HOBS MOAT LIBRARY	3	6
KINETON GREEN PRI SCHOOL	3	6
KINGSHURST LIBRARY	8	16
KINGSHURST PRIMARY	9	18
KNOWLE LIBRARY	3	6
LANGLEY PRI SCHOOL	2	5
MARSTON GREEN JUN SCHOOL	6	12
MARSTON GREEN LIBRARY	6	12
MERIDEN CH OF E PRIMARY SCHOOL	7	14
MERIDEN LIBRARY	6	12
MERSTONE SCH	8	16
MILL LODGE PRIMARY SCH	4	8
MONKSPATH JUN AND INF SCHOOL	2	4
OAK COTTAGE PRIMARY SCHOOL	2	4
OLTON LIBRARY	3	6
OLTON PRIMARY	4	8

PARK VIEW	1	2
PETERBROOK PRI SCHOOL	4	8
REYNALDS CROSS SCHOOL	3	6
SHARMANS CROSS JUNIOR SCH	2	4
SHIRLEY HEATH JUN SCHOOL	3	6
SHIRLEY LIBRARY	3	6
ST ALPHEGE C OF E INFANTS	0	0
ST ALPHEGE CH OF ENG JUN SCHOOL	1	1
ST MARGARETS CH OF ENG VA	3	6
ST MARY & ST MARGARETS C OF E	11	22
SUMMERFIELD	9	18
TIDBURY GREEN SCHOOL	6	12
TRIPLE CROWN CENTRE	2	4
ULVERLEY SCHOOL	3	6
VALLEY INFANT SCHOOL	4	8
WIDNEY JUNIOR SCHOOL	2	4
WINDY ARBOR JUN AND INF SCHOOL	8	16
WOODLANDS INFANT SCHOOL	4	8
YEW TREE NURSERY	2	4
YORKSWOOD PRIMARY SCHOOL	9	18