



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Excess Travel Expenses Policy

Version	Author	Changes	Board Approved
1.0	R Hewton	New policy	28/11/2025

Contents

1.0	Introduction	3
2.0	Details of the Policy	3
3.0	Date for Review	4

1.0 Introduction

- 1.1 While not a statutory provision or entitlement forming part of terms and conditions of employment, the Board recognises that where an employee's place of employment is compulsorily transferred this may result in increased travel costs.
- 1.2 The purpose of this policy is to provide a transition period to allow employees to adjust to new working arrangements.
- 1.3 The Board will ensure that good equal opportunities practice underpins the operation of this policy and will apply to all employees irrespective of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2.0 Details of the Policy

- 2.1 Employees, whose place of employment is compulsorily transferred a distance in excess of 2 miles¹ from current location resulting in additional travel costs, may qualify for payment of excess travelling expenses for a period of 2 years in line with this scheme. In circumstances where the transfer is for a period of less than one month in duration, the provisions contained within the Board's Travel & Subsistence arrangements will instead apply.
- 2.2 Excess travelling expenses are paid as an allowance equal to the difference between the cost of travelling the most economic journey from Home to New place of employment, and Home to Old place of employment. This allowance is calculated according to additional public transport costs actually incurred based on the use of a weekly travel ticket or zone card within the area. Alternatively, where public transport is not reasonably available and the employee uses their own car, a car mileage rate of 20p per mile may be paid. The allowance is paid each pay period, and as this covers home to work travel, the payment is subject to Income Tax and National Insurance contributions.
- 2.3 Excess travelling expenses are payable from the date of an employee's transfer to the new place of employment.
- 2.4 The payment is based on the weekly excess expenses aggregated on an annual basis, less 12.5% for annual leave etc., and proportionately reimbursed. Arrangements must be made for excess travel expenses to be suspended during periods of extended absence, and for practical purposes, absences of less than one month should be ignored. Any suspension of an excess travel expense must be timeously notified in writing, by the relevant line manager, to HR

¹ In line with the two miles that is the minimum statutory requirement for Education authorities in Scotland to provide home to school transport arrangements that they consider necessary for children aged less than 8 years old.

Connect. It is also the employee's responsibility to notify his/her line manager if this payment continues during periods of extended absence (the Board has the right to effect recovery of any over-payments).

- 2.5 Where an employee is compulsorily transferred to a new place of employment during the 2 years for which excess travelling expenses are reimbursed, the excess expenses will require to be reviewed.
- 2.6 If the employee moves home nearer the place of new employment during the period in which the excess travelling expenses are being paid, the amount of reimbursement will require to be recalculated. It is the employee's responsibility to notify his/her line manager of any change of address. If the move of home is to a location further from the new place of employment, an increase in travelling expenses will not be paid (the Board has the right to effect recovery of any over-payments).
- 2.7 All claims must be submitted using the online form on the WDC Intranet Site - https://west-dunbarton-dash.achieveservice.com/service/HRC_Excess_Travel_Expenses
- 2.8 Where employees have agile working arrangements in place, the percentage of days physically worked at the base location prior to the move, in the 365 days immediately prior to the move to the date of the move, will be used to calculate the pro-rata payment due.
- 2.9 HR Connect will verify the most economic route is being claimed prior to passing the Form to Payroll for payment.

3.0 Date for Review

- 3.1 The Scheme will be updated to incorporate any relevant change to legislation or best practice as required.