

HCC Travel Expenses Policy



Mileage Claims for HCC

1. These mileage claim guidelines are for use by all employees and voluntary workers of HCC.
2. There are two types of business travel:
 - Travel in the performance of the duties of the employment
 - Travel necessary for attendance at a temporary workplace

Travel in the performance of the duties of the employment

3. Travel between an employee's home and a permanent workplace is not business travel. This rule applies not only to daily commuting journeys but also to emergency call-outs and other travel outside normal hours. The rule also applies to travel between any other place that is not a workplace and a permanent workplace.
4. Travel by an employee between two workplaces that he or she must attend to carry out duties of the same employment is business travel.
5. Travel between the workplaces of two different employments is not business travel.

Travel for necessary attendance at a temporary workplace

6. Travel between an employee's home and any other workplace (defined as a temporary workplace) is business travel where attendance at the temporary workplace is necessary to carry out the duties of the employment. Otherwise, the journeys are defined as private travel.

Definition of permanent workplace

7. A permanent workplace (according to the HMRC definition) is a place that the employee attends regularly to perform duties of the employment and that is not a temporary workplace. An employee attends a place regularly if attendance is frequent, or follows a pattern – this can be as little as once a week. For most employees the normal place that they attend to carry out their duties will be a permanent workplace.
8. In the case of HCC, the HCC Church Centre, '83a', is deemed to be the permanent workplace of HCC employees unless otherwise specifically stated.

Definition of temporary workplace

9. A temporary workplace (according to the HMRC definition) is a place that the employee attends in the performance of the duties of the employment to perform a task of limited duration or for some other temporary purpose. The purpose of this definition is to distinguish short-term or temporary workplaces from the long-term or normal workplaces of a continuing employment.

Mileage payments

10. Mileage payments should be claimed monthly in arrears and by the end of the month in which they are incurred.
11. Mileage claims should be submitted on the authorised claims form available from the Church Office, or via Xero Expenses.
12. Mileage claims will be paid at 45p per mile, to a limit of 100 miles per round trip, after which the rate will be 20p/mile. The rate will normally be reviewed annually.

Other Motoring Expenses

13. Claims can be made for parking fees and road toll payments while travelling on business travel. HCC will NOT make any payment for parking tickets, clamping fees or speeding fines.