

Selenity system - Guidance on claiming excess mileage for staff whose base has changed as a result of organisational change/TUPE.

We are aware of a problem with the sel-expenses system currently, whereby it deducts home-to-base mileage from any claims, based on the base entered into the system – this is happening even if ‘excess mileage’ is claimed as the reason for the claim.

We are therefore issuing this guidance to staff whilst we look into this problem:

1. Retain old base on system.

Claiming from home to new base

2. Use ‘secondment place of work’ as ‘reason’ . (Staff on secondment receive the same mileage rate as those on excess mileage).
3. In the ‘from’ box, click on the house icon and this will ensure your start point is ‘home’.
4. Enter the address of the new base in the ‘to’ box. Then click on ‘return to start address’, then save.

Your home- to- old base miles will be deducted, and the excess miles will be paid at excess miles rate of 24 pence per mile.

Repeat above steps once per day for every day you travel from home straight to your new base.

Claiming normal business miles from new base to another place of work

1. In the ‘reason’ box select the appropriate reason.
2. In the ‘to’ box enter the full postal address of your new base (do not click on the office-block icon). Enter the ‘from’ details as with any other claim.

The claim will be paid at normal business rate – 56 pence per mile for staff under NHS Agenda For Change terms and conditions, (please note staff on SRFT terms and conditions receive a lesser mileage rate).