

PAYMENT OF EXCESS HOME TO WORK TRAVEL COSTS

PART A: To be completed by Employee

Employing Trust/Authority.....

Name

Home Address (Including Post Code)

.....
.....

Employment to which transferred (i.e. 'new' base)

Assignment Number (as shown on payslip)

Job Title

New Work Base.....

Home-work: mileage (single journey) miles

bus/train fare pence

Previous employment (i.e. details of previous base)

Job Title

Old Work Base.....

Home-work: mileage (single journey) miles

bus/train farepence

I confirm that the above details are correct and that I intend to claim excess travel costs. I undertake to notify the Trust/PCT of any change in my home address. I normally travel to work by *private car/bus/train.

Signed

Date.....

Excess travel costs may be claimed (at public transport mileage rate where a private car is used) in the circumstances set out in **paragraph 17.27** of the Agenda for Change NHS Terms and Conditions Handbook. Reimbursement may only be claimed where additional costs are actually incurred.

Entitlement will be determined on the basis of the information set out in this form.

Completed forms to be returned to: **ELFS Shared Services (Travel Section)**
Viscount House
Arkwright Court
Commercial Road
Darwen, Lancashire.
BB3 0FG

PART: B To be completed by Manager

I confirm that the above details are correct

Effective date of transfer

This employee has been transferred as indicated above and is entitled to claim reimbursement of excess travel as follows:

Costs in accordance with Agenda for Change for the period from
to..... **(up to a maximum of 4 years)**

Daily Return Mileage Allowed and/or Bus/Train Fare

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(delete as appropriate)

Signed (Manager)

Date.....

Notes

- Excess travel is the difference between home to old and home to new base.
- Official mileage must be calculated in relation to new base, not the old base.
- Travel expenses is not an invoice, it is a reimbursement of expenses.
- Excess travel payments are a taxable expense.

Managers are advised to monitor the period of excess travel claims and ensure that copies of the appropriate forms are sent to ELFS Travel Department. Copies should also be held on employee personal files.