



The GTA Employee Travel Allowance Policy

This policy applies to all company employees

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Signature:

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Position: CEO
Date: 09/03/2024

GTA Travel Allowance Policy

Purpose

This policy outlines the Doncaster, Rotherham and Districts Motor Trades (GTA) approach to mileage allowance claims for travel to and from work.

Threshold

The GTA has set a minimum threshold of 25 miles, in conjunction with data on The Office of National Statistics (ONS). The GTA expects employees to travel up to 25 miles (each way) from home to and from their place of work is a fair requirement.

Definitions

GTA Headquarters: The GTA, whose location is, Training Centre, Armthorpe, Doncaster, DN3 3DY.

The term 'ordinary commuting' means any travel between a permanent workplace and –

- Home
- any other place which is not a workplace

A workplace is a place where the employee's attendance is necessary for the performance of the duties of that employment.

Qualifying terms

Ordinary commuting travel allowance claims can only be made for transport by personal car, other modes of transport are not included in this policy. Only travelling arrangements that exceed 25 miles will qualify for this policy, each mile after the threshold of 25 miles will qualify for a reimbursement claim.

To make a claim for the GTA travel Allowance you must first consider whether travelling from your home or any other place which is not a workplace to your destination is –

1. **More than 25 miles** from your home or any other place which is not a workplace, to the GTA headquarters.

How to make a claim

To make a claim for travel allowance please complete form HR9.1 and submit this form to Annette Scott.

Payment method

Reimbursements will be included as gross pay for PAYE purposes. All such payments and/or benefits relating to this policy will be recorded on the Full Payment Submission (FPS).

Payment Frequency

One month in hand.

Rates of pay per mile:

50 pence per mile

Conditions:

1. Each employee can claim a maximum of up to 45 miles per day in total under this policy. Mileage that would exceed the threshold of 45 miles per day would require written authorisation and approval by the Chief Executive prior to the mileage being undertaken. Any mileage undertaken prior to the approval will not be reimbursed.
2. Mileage submissions must be submitted no later than the first week of each month for submissions to be considered.
3. The Chief Executive reserves the right, at any point to make adjustments, approvals and changes on any or all applications, existing or new.

Government Guidance:

<https://www.gov.uk/guidance/ordinary-commuting-and-private-travel-490-chapter-3>