

Car User Allowance

Employee and Manager Guide

Overview

The Council is committed to finding cost effective alternatives for employees required to use their own car for their job. The HMRC scheme of allowances is being introduced for all car users and replaces the essential user lump sum payment.

Principles

Essential Users

- This proposal does not change an existing contractual requirement for an employee who is a designated 'essential user' to have their own vehicle at their disposal throughout the working day. This is likely to be on a daily basis unless specifically agreed by your manager.
- In recognition of this, car parking facilities (eg by permit where appropriate) will be made available for those essential users who are required to have their own vehicle at their disposal throughout the working day.

Casual Users

- Casual users may use their car for business mileage in line with the criteria set out in the policy.
- Those employees designated 'casual users' are not required to provide a car for work purposes at all times.

Current Rates (June 2013):

HMRC – Mileage and Fuel Allowances

From 2011-12	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Passenger Payments - Cars and Vans

HMRC rates allows for an additional tax free allowance of 5p per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them.

Please note: The Mileage rates currently include a fuel element of 11p per mile.

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Frequently Asked Questions

Question	Response
1. Will I still receive my lump sum if I am an Essential Car User?	No. The lump sum payment has been removed.
2. When are the new mileage and fuel allowances effective from?	They are effective for existing employees from the beginning of April 2014 and for new appointments from 5 November 2013.
3. If I am designated as an 'essential user', does that mean that I will always be an 'essential user'?	User status, travel, mileage and fuel allowances will be reviewed in line with the development of the Council's Corporate Travel Plan.
4. Why is the Council making these changes?	The intention is where possible to reduce the specific requirements for employees to use their own car as more cost effective options become available.
5. If I am an 'essential user' does that mean I am required to have my car available every day?	This requirement is likely to be on a daily basis unless specifically agreed with your manager.
6. If I am a 'casual user' does that mean I am required to have my car available every day?	Casual users may use their car for business mileage in line with the criteria set out in the policy. Those employees designated 'casual users' are not required to provide a car for work purposes at all times.

Mileage Claims & Smarter Working

Introduction

Since the introduction of online mileage claiming via Selima HR, initially there was no management authorisation stage for mileage claims. The claims went straight through to payroll. This raised a number of queries and employees had many questions regarding what could be claimed.

From 1 October 2014 an authorisation stage for mileage claims will be in place on Selima HR.

There are a number of scenarios that have arisen and which have led to queries from employees and managers. In order to address these queries, additional guidance has been produced.

Manager's Responsibilities

Managers are expected to look at their employees' pattern of work to make sure that the most cost effective transport solution and route is used and that work is allocated in a way that makes business sense.

Managers must ensure on an annual basis that full documentation is in place eg valid driving licence, up to date insurance that covers for business mileage (not just commuting) valid MOT etc.

Employee's Responsibilities

Employees are responsible for ensuring that all details are correct. Failure to properly record mileage details and properly complete claims could lead to disciplinary action taking place.

Scenarios

		Working Pattern	What Mileage Can be Claimed?
1	Homeworkers	Where 100% of their working time is from home. There are approximately 40 employees (including Benefits staff) who are designated homeworkers.	Can claim all mileage from home (this is in line with HMRC guidance) If they come into work for a meeting they can claim their mileage.
2	Mobile / Field Workers	Less than 100% of their time is from/at home. These workers have a designated office or work base. There may be planned or ad hoc working from home days.	Claim mileage from their designated office base. If the journey starts from their home then they would be expected to firstly deduct their normal home to work mileage. See *Note below.
3	Business Hub workers	Have a designated work base and mileage is claimed from here.	If the journey starts from their home then they would be expected to firstly deduct their normal home to work mileage.
<p>*NOTE: If an officer proceeds direct to site, rather than to an agreed base, the officer may claim car allowance from that site to any subsequent ports of call ie that site shall be regarded as his start point for that day. Similarly if an officer proceeds home from his last port of call, his mileage claim should be made to that site only ie the site will be regarded as his finish point for the day.</p> <p>Should either the first point or final site be further from the officer's home than his normal base, the excess mileage over his normal one way home-work mileage is claimable provided that the full journey is recorded and normal home to work mileage is deducted.</p> <p>Claims should always be based on the most practical direct route.</p>			

Examples of Mileage Claims

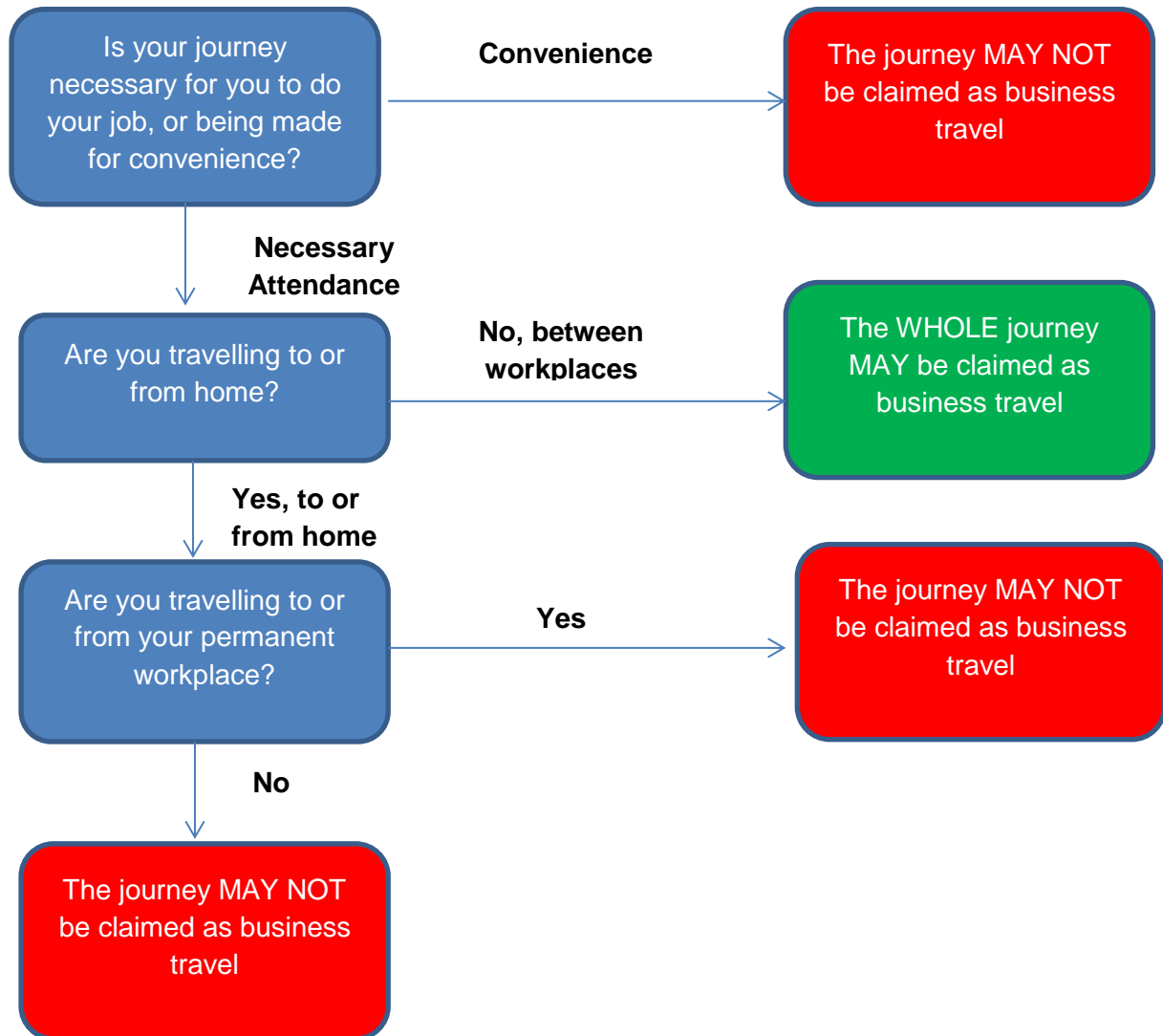
Example Role	What do they currently work?	What mileage can they claim?
Halls Manager	Work split shifts and complete one home to work journey at the start of the day. The employee may go home in the middle of the day for a few hours and then is subsequently required to return to work for the afternoon shift (where this is a work requirement not just their personal choice to do so).	Once the employee has done one home to work journey, they can claim the mileage on any subsequent journey(s) on the same day (ie you cannot claim for your normal commute between home and the workplace and vice versa).
Community Worker	Working evenings and attending meetings. If they go home before an evening meeting, can mileage be claimed from home?	Wherever possible we would expect staff to adjust their working day to accommodate the evening meeting (commencing later in the day) therefore negating the need to return home before an evening meeting. However if there is additional mileage that has been incurred for business reasons then this mileage can be claimed. If you are unsure, please speak to your manager in the first instance.
Environmental Health Officer	If the employee is 100% home worker then please see Scenario 1 above. However it is likely that they are actually a designated mobile worker and may work from home for part of their working week.	One journey per day to and from work would be deductible from any claim. Mileage cannot be claimed for coming into the office e.g. to attend a team meeting.
Reablement Assistants	Work split shifts and complete one home to work journey at the start of the day. The employee may go home in the middle of the day for a few hours and then is subsequently required to return to work for the afternoon shift (where this is a work requirement not just their personal choice to do so).	This is similar to the Halls Manager example. Where the employee has more than one return home to work journey, mileage for any additional journey(s) can be claimed.

Exceptional circumstances

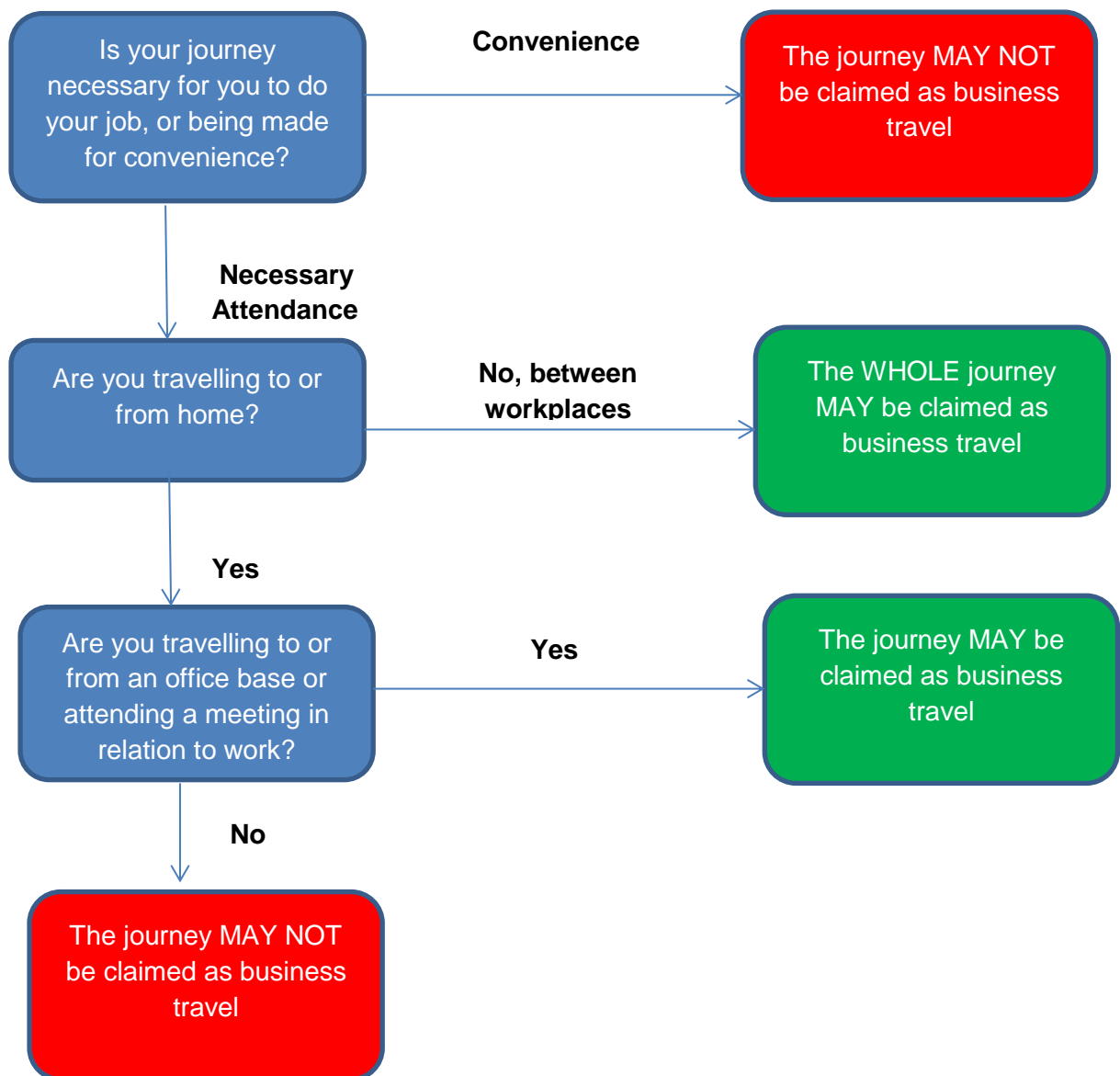
In exceptional circumstances where an employee is called out on a non-working day (ie this is not already a planned working day) eg to respond to an emergency situation, mileage can be claimed from home.

Mileage Claims – Flowcharts

Flowchart 1 – One designated workplace (Mobile/Field Workers and Business Hub Workers)



Flowchart 2 – Homeworker (100% homeworker)



Common paragraphs used by Payroll Section when mileage e-forms are referred back to employee:

- Please quote the name and payroll number of the colleague who travelled with you on the journeys you are claiming passenger miles for on this claim. You also need to claim the mileage for those journeys.
- The 'Passenger Miles' element pays at 5p per mile. You should claim the journey first at the normal rate (45p per mile) and then claim the same amount of miles again at the passenger rate, quoting the name and payroll number of your passenger.
- You are claiming journeys starting or ending at your home address on this e-form. Have you deducted your normal home to work mileage as described in Section 10 of the HR Policies and in the additional guidance?
- Please supply more information about your journey as per the guidance on the e-form (where you went from and where you went to for example).
- I cannot find a Calderdale Council employee (name) or (number). Could you please provide more information, eg payroll number?
- Car parking should be claimed on this e-form if it is associated with a journey made for work. As you are not claiming any journeys on these dates could you please claim this parking on an **expenses e-form** which goes to your manager for authorisation.
- As a casual car user you can only claim car parking if you have made a journey, unless you travelled outside of the Authority on business.
- Please refer to the guidance on the intranet on how to complete a mileage e-form and adjust this claim in line with it. Unfortunately we cannot pay this claim in its current state.
- You are not set up as a car user yet. You need to register your vehicle and provide copies of insurance documents and log book before you can use your car for work. Please see you manager for further information.
- According to the policy you may only claim passenger miles for a Calderdale Council employee. Could you please remove the passenger rate and re-submit.