



# Travelling Allowance Policy

## 2026 - 2030

	Date
Agreed by Trust Board:	January 2026
Review date:	Spring 2030

# Disturbance and Travelling Allowance Policy

## Rationale:

It may be necessary at times, due to business need, for an employee to be relocated either temporarily or permanently from their existing place of work. In these cases, it is possible that they will incur additional travel costs and compensation may be payable. Any such relocation will be made in consultation with the employee and will comply with the terms of an employee's contract.

## Aims:

This policy is designed to provide guidance to managers and employees where changes are made to an employee's place of work.

This policy is designed to provide information for employees:

- whose place of work is transferred as a result of reorganisation
- who, as a result of redundancy, accept alternative employment at a different workplace but are still employed by the Trust

## Eligibility for Allowances:

Subject to the overall requirement that the shortest journey by road from the existing home to the new place of work is at least 5 miles further than the shortest journey by road from the existing home to the existing (old) place of work, employees may be eligible for allowances as detailed below:

### Excess Travelling Expenses

An allowance based on the total difference between the cost of travelling from:

- home to old place of employment, and
- home to new place of employment.

The travelling allowances detailed above will be granted for two years from the date of transfer, adjusted for school closure periods, holiday, sickness and similar absences when no excess travelling is involved.

Payment shall be at the government approved mileage rate for car travel or, in the event of public transport, the individual shall be compensated for the actual additional cost.

Any excess travelling allowances will be subject to review, and adjusted accordingly, if there is a further compulsory move of work base.

Where the additional distance to be travelled is less than 5 miles but represents particular hardship for an employee, the Chief Executive Officer (CEO), in consultation with the Trust Board, has discretion to make alternative arrangements based on individual circumstances.

### Moving and Lodging Allowances

With the current geographical spread of the MAT, moving and lodging allowances will not be payable. If at some future date the geographical spread of the MAT increases considerably, this policy will be reviewed as appropriate.

All allowances payable in this section are subject to the statutory deductions for income tax and national insurance.

### **Appeals Procedure:**

Where an employee is dissatisfied with the application of the provisions of the scheme, he/she shall have the right of appeal in line with the Trust's normal appeal process.

### **Period of Review:**

This policy shall be reviewed every four years.

## **Document History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
Issue 1	June 2019	First issue
Issue 2	January 2026	Reissued and approved