

**APPENDIX 2**

Respondent	Who initiates the mileage/expenses claim?	Who approves the mileage/expenses claim?	Is there a maximum claim limit, with additional approval?	What is the limit?	Do you issue fuel cards to employees?	Which group(s) of employees have fuel cards?	What, if any, is the max spend on fuel cards?	How is spending on fuel cards monitored?	Do you have employees who work from home but are not contractually home based?	Are there different arrangements for what mileage/ travel expenses claimable home v office working days?	Which journeys does this affect?	Please confirm what mileage/travel expenses employees can claim for when working from home	Is any additional authorisation/ scrutiny applied to claims from homeworkers?	Is all travel time on home working days counted as working time?	Please give details of when travel time does not count as working time	If you have experienced any conflicts/difficulties regards home working and business travel, please give details
Borough Council 1	Employee	Line Manager	No		No				Yes	Yes	Other	An employee can only claim mileage from their contractual place of work to another work location and NOT mileage from home as this is regarded as the "normal commute" under inland revenue rules	No	No	Travel from home to the place of work is not working time - that is the normal commute	It was unclear at first during the pandemic whether home to work mileage was claimable but we gave guidance to clarify the matter at that time
Borough Council 2	Employee	Line Manager	No		No				Yes	Yes	Other	Only able to claim the difference between their normal home to work mileage and their home to first work location of the day	No	No	First journey of the day	N/A
New Forest District Council	Employee	Line Manager	No		Yes	Drivers who need them if they are unable to use the Council fuel supply	NA	There are monthly reports available	Yes	No		Employees are still required to deduct their home to base mileage on days working from home	No	Yes		None
Borough Council 3	Employee	Line Manager	No		No				Yes	No		office to place minus normal home to office mileage	No	No	have put no but am unsure how the departments manage this	no
Brighton & Hove City Council	Employee	Line Manager	No		No				Yes	No		It is our policy not to have homeworking contracts and therefore everyone still has a council premises as their location. Therefore travel/expenses work in the same way they usually would.	No	No	The commute to and from your usual place of work would not count as working time (even if on a home working day).	Resistance from some to travel into the office (our preference is at least one day a week) due to time it takes to commute and cost (as they had got used to not doing this during lockdown). Also some people have moved further away from their office location during the last few years whilst they have been predominantly home working.
Borough Council 4	Employee	Line Manager	No		No				Yes	No		when they leave their home to go to an office other than their normal place of work	No	No	normal place of work is still the office and therefore home to office is not claimable.	We have had several people claiming when they are not entitle to do. Re policies in question 15 we would but a lot of ours are out of date and need reviewing so maybe after that we would make them available to share.+
Portsmouth City Council	Employee	Line Manager	Yes	60 miles. If a journey is more, this must be authorised in advance by the relevant Head of Service. If a claim is submitted without Head of Service approval, the claim will not be paid.	No				Yes	Yes	All journeys	When calculating your business mileage claim, you must deduct your normal return home to work commuting mileage from the claim if you didn't go into your normal workplace on the day.	No	Yes		N/A
Borough Council 5	Employee	Line Manager	No		No				Yes	No		Mileage to and from site visits but the maximum that can be claimed for a site visit is what the mileage would have been to and from the office.	No	Yes		NA