



EMPLOYMENT ZONE

Conditions of Service - Allowances

At different times in their career, employees may be entitled to claim the following allowances, on top of their contracted pay.

1.0 First Aid Allowance

If an employee is a designated First Aid Officer, and has a current approved First Aid Certificate, they will receive an annual allowance. The Scottish Joint Council determines the amount of the allowance.

Employees won't qualify for the allowance if, as a condition of their employment, they have to hold a first aid certificate, or need to have a basic awareness of first aid procedures. Employees have to be a designated First Aid Officer to qualify.

2.0 Travelling on Council business

If travelling on Council business, employees should always arrange their travel, and any accommodation, through Executive Compliance Unit (ECU) Travel.

If, in exceptional circumstances, this isn't possible, approval must be sought from the Head of Executive Compliance.

2.1 Rail and bus travel

Employees should book, and pay for, local journeys under £25.00. Fares should be reclaimed via My Portal and receipts must be submitted along with the claim.

Any journeys over £25.00 should be booked through ECU Travel.

If Services have a number of employees travelling the same route, on a regular basis, they should discuss the most effective travel options with ECU Travel. It may be cheaper, and more effective, for example, to hire a car, rather than have a group of people travelling by train. All car hire should be arranged by ECU Travel.

2.2 Air travel

Employees should travel in economy class for journeys within the UK, or to Europe, Africa and America. Journeys to Oceania may also be upgraded to business class, if authorised by the Head of Executive Compliance.

2.3 Overnight accommodation

All accommodation should be booked by ECU Travel and will be within the maximum limits of £131.00 for London (and overseas), and £110.00 elsewhere in the UK.



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These amounts are maximums, and the best value options will be booked wherever possible.

All overseas trips must be approved by the Chief Executive prior to the travel booking form being submitted to ECU Travel.

3.0 Training course out-of-pocket expenses

If an employee attends a residential training course, they can claim up to £3.63 per day, for any out-of-pocket expenses they incur. For courses lasting one week or more, the allowance will be a maximum of £14.55.

If an employee has to arrive on a Sunday, for a course lasting one week or more, they can also claim up to £3.63 for that day.

The allowances apply for up to six weeks and will be reviewed if a course lasts longer than this.

4.0 Car, van, motorcycle and bicycle allowances (including electric and hybrid vehicles and E-Bikes)

If employees are authorised to use these methods of transport, on official business, they are entitled to the following allowances. This is in line with The Local Government (Allowances & Expenses) (Scotland) Amendment Regulations 2008.

4.1 Car, van and motorcycle allowances (including electric and hybrid vehicles)

The allowances paid are:

- 45p per mile travelled, for a car or van.
- 24p per mile travelled, for a motorcycle.
- An additional 5p per passenger, per mile, if employees are carrying other passengers on official business.
- Parking and toll costs.

If it would be cheaper for an employee to travel by rail or air, the maximum allowance paid will be the same as the cost for this.

Before making an allowance claim, employees must:

- have received authorisation from a Head of Service;
- make sure that their insurance policy contains a clause covering the Council against all third-party claims, including those affecting passengers; and



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- be ready to provide a copy of their driving licence, insurance certificate and MOT certificate, if asked by their Service.

4.2 Bicycle allowance (including E-Bikes)

The allowance paid is 25p per mile, for journeys within the city boundaries, where a Head of Service has authorised bicycle use. Before making an allowance claim, employees must:

- make sure they have appropriate insurance cover and provide a copy of this to their Service, when requested; and
- sign a declaration form confirming they will observe any appropriate safety conditions.

4.3 Making a claim

To make a claim for any of these allowances, employees must give their manager a completed claim form each month, VAT receipts must be attached as per our guidance on [VAT on Mileage Allowances](#).

4.4 Responsibilities

Employees are responsible for ensuring that they follow the guidance outlined in this section.

Services are responsible for:

- communicating this policy to employees;
- checking car, van and motorcycle users' insurance documents regularly, and making sure they include a clause to cover the Council against third party claims;
- checking car, van and motorcycle users' MOT documents;
- checking bicycle users' insurance cover regularly, and making sure the employee has signed a declaration form regarding road safety; and
- checking and processing any claims made by employees, ensuring valid VAT receipts have been provided.



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5.0 Summary

The following table summarises the key points from this document.

Situation	Criteria and allowances
Travelling on Council business	<ul style="list-style-type: none"> Book through Travel Office direct. If not possible, follow guidelines below.
Travel by train or bus	<ul style="list-style-type: none"> Pay and claim back if local and less than £25. Book through Travel Office if more than £25.
Car rental	<ul style="list-style-type: none"> Small Category A car, or Medium Category C car.
Travel by plane	<ul style="list-style-type: none"> Economy class if flying to UK, Europe, Africa, USA. Business class if no availability in Economy class. Business class if flying to the Oceanic. A higher class if accompanying someone on official business, who is already travelling at the higher class. Head of Service/Director authorises higher-class travel.
Travel by ferry	<ul style="list-style-type: none"> 2nd class, unless first authorised by Service Head.
Overnight accommodation	<ul style="list-style-type: none"> £131.00 to cover bed and breakfast in London. £110.00 to cover bed and breakfast outside London. Reasonable, comparative costs, if outside the UK.
Training courses	<ul style="list-style-type: none"> For necessary out-of-pocket expenses only Up to £3.63 a day or £14.55 a week. An additional £3.63 if arrive on the Sunday before. Reviewed after 6 weeks, if training continues.
First Aid	<ul style="list-style-type: none"> Only for designated First Aid Officers with a current, approved First Aid Certificate. Allowance determined by Scottish Joint Council.
Car, van, motorcycle and bicycle (including electric and hybrid Vehicles and E-Bikes)	<ul style="list-style-type: none"> Only if authorised to use these forms of transport on official business. Employees need to have a valid driving licence, insurance certificate and MOT, where appropriate. 45p per mile for a car or van. 24p per mile for a motorcycle. An extra 5p per mile, per additional passenger, if on Council business. 25p per mile for bicycles, within city boundaries. Parking and toll costs. Claimed monthly, with valid VAT receipts, through manager.