

Ambassador Commuting Allowance Policy

Commuting

When travel to schools and colleges, or other institutions linked with the University, is required for work purposes, ambassadors are entitled to a commuting allowance. Typically, ambassadors will travel by car or by public transport. The commute reflects the return journey between the ambassador's home¹ and the institution that they will be working at (usually a school/college, community venue, or another university campus).

Ambassadors are also entitled to make a claim for time spent travelling. Further details can be found in the **Payment for Travel Time** section below.

The commuting allowance does not apply to work taking place on the ambassador's usual campus of study (i.e. assisting on campus visit days). Ambassadors are therefore not entitled to make expense claims or claims for travel time to their campus of study during term-time.

Travel between sites (Canterbury and Medway) will also not be reimbursed during term-time. It is expected that all ambassadors would take the University Campus Shuttle, which runs regularly between Campuses. Travel on the Campus Shuttle bus must be pre-booked. Ambassadors can, however, still claim for travel time to the opposite campus (see below).

Out of term-time, reimbursement for travel between campuses/to an ambassador's campus of study can be negotiated on an individual basis with the relevant administration department, prior to the activity taking place.

Payment for Travel Time

As recognition that ambassadors may spend a significant amount of time travelling as part of their ambassador work, the University will allow claims for time spent travelling to work venues outside of an ambassador's campus of study. Claims for travel time must be submitted at the same time as claiming hours of work.

Travel time is paid at two minutes per mile for all journeys and applies to all modes of transport. All travel time is paid at Band A rate.

All claims are paid a month in arrears, on the last working day of the month, directly to the ambassador's bank account.

Commuting Allowance - Car Travel

Student ambassadors are eligible for a commuting mileage allowance of 25 pence per mile (plus an additional 5 pence per mile for each passenger), if travelling by car. The commuting mileage allowance is paid to ambassadors because they have multiple places of employment, due to their work in schools/colleges/other external venues across the region. This allowance is liable to tax and is paid through payroll rather than as expenses.

Commuting mileage claims can be submitted as an 'expense' claim on the HEAT Ambassador Portal.

¹ An ambassador's 'home' is considered their usual place of residence. It is acknowledged that an ambassador's 'home' address may differ outside of term-time. For work purposes, whether within or outside of University term-time, it is expected that the 'home' address fall within a 30 mile radius to the ambassador's usual campus of study. In instances where the home address falls outside of this radius, a commuting allowance will be paid on a discretionary basis.

In order to claim mileage the ambassador must have 'occasional business use' listed on their insurance document. The University will require a copy of the insurance document, together with a valid driving licence and a valid MOT certificate before an ambassador can use their car for work purposes and therefore make any claims. Without this in place, the ambassador must not use their car for work purposes and will therefore not be eligible to claim for mileage.

Commuting Allowance – Public Transport

Student ambassadors who commute by public transport are eligible for reimbursement of their travel costs. Ambassadors must obtain a ticket or receipt for any travel expense they wish to reclaim, and submit them directly on the HEAT Ambassador Portal.

Commuting Allowance - Taxi Travel

Taxi travel must only be used in extenuating circumstances, such as a rail strike and with no other mode of transport available, and only with prior permission from the managing department. If this is known about in advance and with permission from the budget holder, a taxi should be booked by the department using one of the University's accounts. In mitigating circumstances, where a taxi is needed at short notice, the ambassador must seek permission from the managing department prior to taking the taxi, otherwise the expense claim will not be processed.

The Uber service must only be used in exceptional circumstances and with prior permission from the managing department. Authorisation should only be given in line with University policy.