

11.9 REIMBURSEMENT OF EXPENDITURE

Green Book staff who necessarily incur additional expenses in the course of their work in respect of travel, meals, or overnight accommodation will be reimbursed approved expenses subject to evidence of expenditure being produced (i.e. receipts).

11.10 RELOCATION EXPENSES

Employees whose work base is moved as a result of circumstances beyond their control and at the direction of management (i.e. as a result of a re-organisation or for some other special reason) may receive assistance in respect of approved items of expenditure, necessarily incurred as a result of the change in work base.

- 11.10.1 Any items eligible will be discussed in advance of the move and the Service may require the production of receipted accounts in respect of any expenditure.

11.11 EXCESS TRAVEL EXPENSES

If extra travelling costs are incurred following a compulsory move of work base then the employee will be paid the difference in the travelling costs between their home and the former place of employment, and the costs between their home and the new place of employment.

- 11.11.1 It will be agreed with the employee whether these expenses should be assisted according to public transport rates (standard class if by rail) or essential user rates if the individual is designated as such.
- 11.11.2 Any agreement will take account of the existing method of transport and the most effective means for the future. Excess travelling expenses will be paid for a maximum of four years and for a maximum of two journeys each day.
- 11.11.3 Wherever practicable, joint travel arrangements should be made by employees and all travel arrangements must be as economical as possible
- 11.11.4 If an employee moves to a base that is nearer to, or the same distance from, their original base and are not therefore incurring any costs additional to those that they would have had if their base had not been moved in the first place, then their entitlement to claim will cease.