

Ambassador Commuting Allowance Policy

Commuting

When travel to schools and colleges (or occasionally other institutions linked with the University) is required for work purposes during University term-time, ambassadors are entitled to a commuting allowance. Typically, ambassadors will travel by car, bus or train, or very occasionally (with prior agreement from staff and where no other option is available) by taxi. The commute reflects the return journey between their home¹ and the institution that they will be working at (typically a school or college but occasionally community venues).

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).

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 across the region. This allowance is liable to tax and is paid through payroll rather than as expenses.

Commuting mileage claims can be submitted to the relevant department at the same time as payment for hours worked and travel time. Ambassadors must state the purpose for travel and the names of any passengers (if applicable), using the exact mileage total.

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 (including paper counterpart) and a valid MOT certificate. If this is not a feasible option, it may be possible to arrange alternative insurance cover, and the ambassador should contact their administration department for further information.

Commuting Allowance – Bus, Train and Taxi Travel

Student ambassadors who commute by bus, train or, occasionally, by taxi* are eligible for reimbursement of their travel costs. Ambassadors must obtain a ticket or receipt for any bus, train or taxi expense they wish to reclaim, and submit them directly to their administration department. Ambassadors must ensure that each ticket has their name and the event title and date on the back. Any unnamed tickets will not be processed.

***It is essential that ambassadors request permission from a member of staff before taking a taxi, otherwise these claims will not be processed.**

Claims are paid monthly, at the same time as pay and travel time, directly to the ambassador's bank account.

¹ *Where the Terms and Conditions of our ambassador contracts state that home is 'the student's usual place of term-time residence while attending the University', during University term-time we would expect that the home address would fall within a 30 mile radius to the ambassador's usual campus of study. In instances where the term-time address falls outside of this radius, a commuting allowance will be paid on a discretionary basis.*

Please note, travel between sites (Canterbury and Medway) will not be reimbursed during term time. It is expected that all ambassadors would take the University bus service, which runs hourly from Canterbury between 8am and midnight and from Medway 8am until 11pm. Travel on the bus must be pre-booked. For more information and to make a booking, please visit: <http://www.kent.ac.uk/estates/transport/bus/campus-shuttle.html>. However, this does not affect ambassador claims for travel time (see below). Out of term-time, reimbursement for travel between campuses can be negotiated on an individual basis with the relevant administration department.

Ambassadors should refrain from using the Uber service in line with University guidance: <http://blogs.kent.ac.uk/finance-news/2017/09/29/uber-taxi-service/>

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 schools and colleges. Claims for travel time must be submitted at the same time as claiming hours of work and the commuting allowance.

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