



SCOTTISH EXECUTIVE

Health Department
Human Resources Directorate

Dear Colleague

RATES OF MILEAGE ALLOWANCE

Summary

1. This circular contains clarification of the circumstances in which the payment of standard mileage rate and public transport rate is appropriate.

Background

2. Following discussion in the Joint Negotiating Committee (Seniors) and Joint Negotiating Committee (Juniors) for Hospital Medical and Dental Staff, agreement has been reached on guidance to clarify the circumstances in which the payment of standard mileage and public transport mileage rate is appropriate.

Action

3. Employers are required to:-
- Take note of the guidance on deciding whether public transport rate should apply
4. Details of what is required are set out below in the attached Appendix.

Yours sincerely

STUART ROBINSON
Directorate of Human Resources

23 March 2001

Addresses

For action

Chief Executives, NHS Trusts

General Managers, Health Boards

General Manager, State Hospital

General Manager, Common Services Agency

General Manager, Health Education Board for Scotland

Executive Director, Scottish Council for Postgraduate Medical and Dental Education

Enquiries to:

Mrs L Middleton
Directorate of Human Resources
NHS Management Executive
Room GW.15
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 2828

Fax: 0131-244 2837

E-Mail:

linda.middleton@scotland.gsi.gov.uk

APPENDIX

1. The provisions governing the rates of mileage allowances are set out in paragraphs 290-301 of the Terms and Conditions of Service for Hospital Medical and Dental Staff (TCS). The Terms and Conditions of Service state:

Standard Mileage Rate

299. Mileage allowances at standard rates will be paid to practitioners who use their own vehicles for official journeys, other than in the circumstances described in paragraphs 291, 298, 300 and 305d; provided that a practitioner may opt to be paid mileage allowances at standard rates, notwithstanding his or her entitlement to payment as regular user rates.

Public Transport Mileage Rate

300. The foregoing rates shall not apply if a practitioner uses a private motor vehicle in circumstances where travel by a public service (e.g. rail, steamer, bus) would be appropriate. For such journeys, an allowance at the public transport rate shall be paid, unless this is higher than the rate that would be payable at the standard, regular user or special rate.

2. Confusion sometimes arises between the payment of standard mileage rate and public transport mileage rate (para 300). This guidance clarifies the circumstances in which each rate is appropriate.

Guidance

3. If mileage allowance is payable, the public transport rate should be paid where travel by a public service is appropriate but the practitioner prefers to use a private means of transport instead. In all other circumstances, the standard or regular user rates apply.
4. Employers should take into account the following criteria in deciding whether the public transport rate should apply:
 - the nature of the practitioner's duties;
 - the length and complexity of journeys (including the number of changes and likely waiting times);
 - the availability of public transport;
 - personal safety;
 - the time of day;
 - relative journey times (public transport compared with private vehicle);
 - any other relevant factors, for example, equipment or luggage to be carried.

5. In particular, employers should take into account the variable times at which practitioners start and finish work when public transport may not be a viable way of travelling.
6. If a practitioner needs to use private transport because public transport does not provide a reliable or reasonable way to get to or from work (or is in some other way inappropriate) or because they are travelling on an official journey, the standard or regular user mileage rates should apply (see paragraphs 299 and 291 respectively).