Excess Mileage - Feature Overview

Overview

'Excess Mileage' is the policy of reimbursing NHS employees for the extra mileage undertaken after a compulsory change of base, either permanent or temporary. The period of payment is determined by the organisation, subject to a maximum period of 4 years (2 years for temporary relocation).

The excess mileage for an employee is calculated as the difference between their 'Home' to 'Previous Work Address' and their 'Home' to 'Current Work Address'.

Implementation

Assure Expenses provides two different methods of implementing and controlling excess mileage claims within your system. These methods work differently and will require a different configuration. Explanations of each are provided below:

Method 1 - Excess Mileage (based on addresses)

Overview	This method works based on the home and work addresses which are configured for each employee, accurately calculating the difference between old and current work addresses to determine the excess mileage which should be reimbursed. The positive of this method is that the calculations are accurate based on the addresses configured for each employee. This can be time-consuming for administrators, as each of the addresses must be consistently kept accurate, which can provide a challenge where there are a large number of employees and addresses.

Features	• Uses addresses to calculate excess mileage figure • Set a specific Vehicle Journey Rate Category against the expense to control the rate that excess mileage will be paid at. This is optional, as you can allow claimants to use the rates that they receive for normal business mileage. • Use Item Roles to control which employees have access to claim excess mileage and for how long.
Links	Configure Excess Mileage

Method 2 - Fixed Excess Mileage

Overview	This method works by setting a fixed excess mileage figure per employee, which they are able to claim for by using the 'Fixed Excess Mileage' expense item. This method does not use addresses, but instead, calculates the reimbursable amount by multiplying the excess mileage figure set for each employee with the number of journeys that they undertook on a specific claim date.
Features	• Set a Fixed Excess Mileage value per employee • Specific 'Fixed Excess Mileage' expense item type which works in a similar way to fixed allowances, allowing the claimant to enter the number of journeys that they have undertaken in a single day. • Set a specific Vehicle Journey Rate Category against the expense to control the rate that excess mileage will be paid at. This is optional, as you can allow claimants to use the rates that they receive for normal business mileage. • Use Item Roles to control which employees have access to claim excess mileage and for how long. • Subscribe to emails so that you are notified of changes to a claimant's home or work address, allowing you to review their excess mileage allowance.
Links	Configure Fixed Excess Mileage Add an Expense