



LNCT Agreement 13: Travel Expenses

(July 2026)

This Agreement applies to all staff employed under the SNCT Handbook of Conditions of Service.

Travel expenses reasonably incurred by employees travelling on authorised school business shall be reimbursed by the Council and shall be calculated by reference to the main place of employment.

Employees will be encouraged to use public transport and bicycles, where appropriate, to avoid additional fuel consumption. In all cases, reimbursement shall relate to any available cheaper rate fare or the ordinary return fare, whichever is the lower.

In cases where exceptional travel arrangements (e.g. outside Scotland) are required the request should be referred to Chief Education Officer for a decision.

The Council has a pool of vehicles available to staff. If a vehicle is required there should be enquiries with the Council as to the availability of a vehicle. Employees need to undergo Driver Checks in order to be approved to access a pool vehicle and must be approved in advance of making a request.

Where employees are required to use their personal cars for school/Council business, the Council shall pay an allowance in accordance with the provisions below.

The Council will not normally pay allowances in respect of:

- normal journeys between the employee's home and place of work.
- journeys to places outside the Council area for which public transport is reasonably practicable.
- journeys which have not been authorised in advance by the appropriate line manager.

Employees must have included in their current policy of insurance a clause indemnifying the Council against all third party claims (including those concerning passengers) arising out of the use of the car on official business.

To claim reimbursement please submit an expenses request on MyPortal.

Claims should be submitted on a monthly basis.

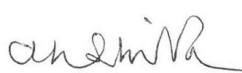
The allowance will be paid in line with the HMRC approved rates.

For employees in a compulsory transfer situation, the Council's Excess Mileage Rate (20p per mile) will apply for a period of 3 years while the employee remains in that post. This payment is subject to a minimum weekly claim of £3.

Signed: 

Bryony Monaghan, Co-secretary LNCT

Date: 31 July 2026

Signed: 

Ann Skillen, Co-secretary LNCT

Date: 31 July 2026