

# REDEPLOYMENT INTERVIEWS EXPENSES CLAIM

If you are Individually at Risk of redundancy you are entitled to claim mileage (ie. mileage over and above your usual mileage to and from work) when attending redeployment interviews for Derbyshire County Council jobs. The interview mileage rate is currently 16.4p per mile.

**There are two ways to claim:**

- 1. Via Workplace**
- 2. Via Form CO6(a)**

**How to claim if you have access to Workplace:**

1. Create an expense report (or add to your existing business mileage claim)
2. Enter details of your interview journey in the 'General Trip Data' section amending

Vehicle Type drop down box – change to: PTR – Business Miles  
Vehicle Class drop down box – change to 'Public Transport Rate'

**Mileage**

Total Distance Driven:  miles    Vehicle Type:     Vehicle Class:

[Mileage Details](#)

3. If you are making more than one travel entry in the 'Mileage' section you will need to change the defaults as follows:

Vehicle Type drop down box – change to: PTR – Business Miles  
Vehicle Class drop down box – change to 'Public Transport Rate'

Trip Type, Enterprise-Specific:   Claim additional flat rate, co.-specific

Vehicle Type:     Vehicle Class:

4. If you are claiming fares rather than mileage you should claim in workplace using the 'record expense receipts' option and select 'non-taxable fares' under expense type, as below, and then enter the amount to be claimed. Please keep all receipts.

**Expense Receipts**

| Receipt                              | Expense Type                                   | Amount                            | Currency                               |
|--------------------------------------|--|-----------------------------------|--|
| <input checked="" type="radio"/> 001 | <input type="text" value="Non taxable Fares"/> | <input type="text" value="0.00"/> | <input type="text" value="GBP - ..."/> |

Tax Code:

Description:

City:

5. Submit your claim for your manager to authorise
6. Claims can be submitted monthly if you have other journeys to claim

**How to claim if you do not have access to Workplace:**

1. Ask your manager or Redeployment Officer for an Employee Mileage Claim Form - Form CO6(a)
2. Enter details of your interview journey, or journeys, and excess mileage incurred on the second page of the claim form.
3. Clearly highlight the entries which relate to excess interview mileage as this is paid at the public transport rate of 16.4p/mile and not the business mileage rate of 45p/mile
4. Complete the first page of the claim form (separating total business mileage from excess interview mileage) and submit to your manager to authorise, together with relevant receipts
5. Claims can be submitted monthly if you have other journeys to claim

**All claims will be paid in your next salary (or the following month if submitted after the deadline)**