

# Excess Fares Policy

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## Key messages

This policy sets out the arrangements for the payment of additional travel costs (known as excess fares) for a time limited period associated with a permanent change of workplace due to business need, for example due to office closures or compulsory moves. Excess fares relate to commuting costs and are different from business travel carried out away from contractual work locations.

## Does this policy relate to me?

This policy applies to all ICO employees.

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## Introduction

- 1.1. If you are asked by the ICO to move from your existing contractual workplace on a permanent basis you may be entitled to receive an excess fares allowance (EFA) to compensate you for some of the additional travel costs incurred.
- 1.2. The purpose of the allowance is to support staff with additional costs of travel during a transitional period. It is not intended to reimburse 100% of the additional costs incurred.
- 1.3. This policy is non-contractual and we may amend it at any time.

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## 2. Eligibility

- 2.1. Where the organisation permanently changes your base workplace location, you will be eligible for an allowance only if: the cost of your original commute is less than the cost of your new commute using the cheapest and most practical route. This is discussed in sections 4.9 to 4.13 below.
- 2.2. You are not eligible if:
  - Travel from your home to the new workplace costs less than travel to your old workplace.

- You voluntarily initiate a transfer to a different workplace.
- You aren't a salaried employee of the ICO.
- You have an access to work travel grant covering 100% of your travel costs.
- You otherwise do not meet the requirements under this Policy.

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### 3. Duration of the Allowance

- 3.1. You will be eligible to claim a daily EFA for 3 years from the day your contractual workplace changes, irrespective of the length of your journey.
- 3.2. You can only claim EFA for days where you attend your new contractual workplace and only make one claim per day. This means that you will be unable to claim for EFA if you are:
  - Working from home or another location
  - Away from work due to illness
  - On maternity, paternity, shared parental and adoption leave (unless you are coming into the new workplace for a Keeping In Touch ("KIT") day with the prior agreement of People Services)
  - On any form of leave (including paid and unpaid special leave)
  - On external secondment
  - On career break
- 3.3. However, if you are on [maternity](#), paternity, [shared parental leave](#), [adoption](#) or [secondary carer leave](#), during the three year period described in section 3.1, your eligibility to claim an EFA will be extended by the length of that period of leave, less any agreed KIT days for which you have claimed.

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## 4. Calculating your Allowance

- 4.1. If your contractual workplace is being changed, your manager will hold a consultation meeting with you to confirm your eligibility for an EFA and confirm the daily EFA rate, which will be payable on those days when you attend the office.
- 4.2. The daily EFA should be calculated based on the difference in cost between the actual usual method of travelling to the old workplace and the most cost effective and practical means of travelling to your new workplace. The formula used is as follows:
- 4.3. Direct cost of travel to your new workplace – direct usual cost of travel to your old workplace
- = Difference in cost of travel per journey (daily EFA allowance)
- 4.4. Direct costs should only include public transport tickets and/or mileage for private vehicle at a rate of 0.45p per mile. Costs associated with the following should not be included in your calculation:
- parking a private vehicle at your original workplace;
  - parking a private vehicle at your new workplace;
  - car insurance, maintenance or depreciation; and
  - toll roads.
- 4.5. If you travel in a private vehicle to a train/bus/tram station, and then take the train/bus/tram to your new workplace, you can claim for the mileage and the ticket. You cannot claim the mileage if you walk, cycle or use another form of transport to access the station that has no cost.
- 4.6. If travelling by tram / rail to Circle Square, Manchester, your journey should end at one of the following: Manchester Picadilly (rail) Manchester Oxford Road (rail) or Metrolink Zone 1 (tram). Any additional cost to transfer between stations should not be included in the calculation.

- 4.7. If you are a disabled badge holder, the ICO have access to disabled spaces at Circle Square which you can use. The cost of parking elsewhere will not be reimbursed unless the disabled spaces are full.
- 4.8. Examples of how to apply this calculation in different scenarios have been included in section 9.

### **Determining the most cost effective and practical route**

- 4.9. We know that how you travel to and from work is a personal decision based on various factors. As a result, you will determine the route (and the subsequent allowance) and agree it with your people manager prior to submitting to People Services. To support our [environmental objectives](#), the ICO wants to encourage staff to travel by public transport wherever possible.
- 4.10. To help you determine the most cost-effective route, please use Google Maps to compare different routes using public transport and private vehicles. By inputting your home address, your contracted workplace and an arrival time, you will see the expected travel times when you plan to depart your home address.
- 4.11. For those travelling by public transport, the following should be considered when determining the most cost effective and practical route:
- Both peak and off-peak travel can be used.
  - 1st class travel must not be used.
  - Consider purchasing a rail card to reduce the cost of travel.
  - Consider purchasing an annual season ticket if it is cheaper than claiming the cost of travel by day. This is usually the case if you attend the office three or more days a week.
- 4.12. For those travelling by private vehicle, the following should be considered when determining the most cost effective and practical route:

- Select the shortest route by distance according to Google Maps.
- If you propose to use another route, for example to avoid rush hour traffic, you must provide evidence to your people manager and People Services in your submission.
- If you have a disability where traveling via the cheapest and most practical route isn't practical, discuss with your people manager and provide information to People Services in your submission.
- If you car share, only the driver is able to claim for an EFA allowance on the days you travel to your workplace
- Taxis must not be used

4.13. If an individual is unable to agree the costs of their usual current commute and / or the most cost effective and practical route of travel to their new workplace with their people manager this should be escalated to People Services. Where necessary the Director of People Services will review each case along with the justification from the individual and their manager and resolve any disputes. The Director of People Services' decision is final and cannot be appealed.

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## 5. Claiming the Excess Fares Allowance

- 5.1. You will have agreed and submitted your daily EFA to People Services in your consultation meeting and you will be required to input the number of actual days you have attended the workplace each month in Workday.
- 5.2. You must submit the days you have attended your workplace on Workday by the [payroll cut off dates](#) each month. This information will be subject to checks by your line manager.
- 5.3. The number of days inputted will be collated each month and multiplied by your daily EFA to determine your monthly allowance.

- 5.4. All EFA claims will be made one month in arrears, meaning that attendance at your workplace in March will be used to calculate your EFA in April.
- 5.5. If you miss the deadline, you can claim the following month by inputting the information into Workday. Claims cannot be made more than 2 months in the past and cannot be made after an individuals' employment with the ICO has ended.
- 5.6. For example, if you do not input March attendance by 6th April, you will be allowed to input it by 6th May. However, if you miss this deadline your claims will be rejected.

### **Moving House**

- 5.7. Your EFA rate cannot be changed for the duration of 3 year period, the rate agreed is not tied to inflation and should not be re-assessed following any changes in the cost of petrol or public transport. The only exception to this rule is when a staff member moves house.
- 5.8. If you move house whilst receiving EFA, you must update your Workday record via self-service and inform People Services immediately via People Services Help.
- 5.9. If the cost of travel increases from your new home address, your EFA will not be recalculated and increased. However, you will still be entitled to EFA at the rate agreed originally.
- 5.10. If the cost of travel decreases from your new home address, your EFA must be recalculated and reduced.

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## **6. Payment of Excess Fares Allowance**

- 6.1. The allowance will be paid on a monthly basis alongside your salary. The allowance is non-pensionable and is subject to the standard statutory deductions.

6.2. The liability for paying income tax and National Insurance rests entirely with you and will automatically be deducted from your salary.

6.3. Advances for your allowance will not be provided.

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## 7. Receipts and Clawback

7.1. You must retain the original sales documents (digital and/or paper) for public transport for a period of three years from the date of purchase. These receipts can be used for future reference by yourself, or be subject to checks by the ICO or HMRC.

7.2. If you fail to comply with any of the guidance without an acceptable explanation, the ICO reserves the right to adjust your EFA and recover any balances deemed to be overpaid.

7.3. You should also be aware that if any irregularities relating to the award of your EFA are discovered at any time in the three year period of your EFA – that may give rise to disciplinary action and the ICO may take steps to recover funds paid to you under this policy..

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## 8. Vehicle Insurance

8.1. If claiming for mileage, your vehicle must be covered by a comprehensive insurance policy containing cover for home to office travel and if necessary, take account of any passengers travelling from home to office.

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## 9. Examples for Applying the EFA Calculation

The following examples have been provided to help you understand this policy and how the daily EFA is calculated.

### **Travelling by Private Vehicle**



Mileage incurred driving from home address to old permanent workplace = **8 miles per day (return)**

Mileage incurred driving from home address to new permanent workplace = **58 miles per day (return)**

Daily Excess Fares Allowance

= 58 - 8 x 45 pence per mile

= 50 miles x 45 pence per mile

= £22.50 per day

### **Travelling by Private Vehicle and Public Transport**

Original Commute: Mileage incurred driving from home address to old permanent workplace = 8 miles per day (return)

New Commute: Mileage incurred in driving from/to home address to train station = 4 miles (return)

New Commute: Cost of Public Transport Ticket = £10.00 (return)

Daily Excess Fares Allowance

= 8 x 45 pence per mile = £3.60 (original commute)

= (4 x 45 pence per mile) + £10 = £11.80 (new commute)

= £11.80 (new commute) - £3.60 (original commute) = £8.20 per day

### **Travelling using a Season Ticket**

If you attend the office more than once a week you may purchase a season ticket for your travel. For example, a national rail flexi pass is worthwhile if you attend the office 2 days a week. Whilst a monthly or annual season ticket is worthwhile if you attend the office 4 days a week.

Use the following scenarios to help you calculate your daily EFA allowance if you buy flexi, monthly or annual season tickets.

All scenarios are based on the person living in Wilmslow with a current commuting cost of £0 (as they walk to work):

- Person A travels to Manchester once a week, and chooses to purchase an £11 anytime day return, every time they travel. This means that their EFA daily rate = £11 (£11 - £0)
- Person B travels to Manchester twice a week, and chooses to purchase a flexi pass for £77 (which allows 8 days of travel in 28 day period). Their EFA daily rate is calculated as follows:

$$= £77 / 8 \text{ travelling days} = \mathbf{£9.62}$$

- Person C travels 4 days a week, and chooses to purchase a monthly season ticket for £164.40. Their EFA daily rate is calculated as follows:

$$4 \text{ days} \times 45 \text{ working weeks per year} = 180 \text{ travelling days}$$

$$£164.40 \times 12 \text{ months} = £1972.80 \text{ cost per year}$$

$$£1972.80 / 180 \text{ days} = \mathbf{£10.96}$$

- Person D travels 4 days a week, and chooses to purchase an annual season ticket for £1712. Their EFA daily rate is calculated as follows:

$$4 \text{ days} \times 45 \text{ working weeks per year} = 180 \text{ travelling days}$$

$$£1712 / 180 \text{ days} = \mathbf{£9.51}$$

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## Feedback on this document

If you have any feedback on this document, please [use this form](#) to provide it.

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## Version history

Version	Changes Made	Date	Made by
1.0	Creation of new policy.	November 2025	People Services

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