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- 2.1 The rules allow relief for the full cost of business travelling expenses, except that there are special rules for working out the relief on motoring expenses paid to employees who use their own vehicles for business travel, see paragraph 9.13.

Business travelling expenses are travelling expenses which involve two types of business journey:

- journeys which employees **have to** make in the performance of their duties, and
- journeys which employees make to or from a place they **have to** attend in the performance of their duties – but not journeys which are ordinary commuting or private travel.

- 2.2 Relief is available only where travel is in the actual performance of the duties or where it is necessary – in a real sense – for the employee to attend the particular place on that occasion to perform the duties of their employment.
- 2.3 There is no relief for any costs relating to ordinary commuting (apart from the exceptional case where an employee's home is a workplace for tax purposes, see paragraph 3.29). In general terms, ordinary commuting means travel between home and a permanent workplace. The next chapter explains in more detail what is meant by 'ordinary commuting' (see paragraph 3.2) and 'permanent workplace' (see paragraph 3.9).
- 2.4 There is also no relief for any costs relating to private travel. In general terms, private travel is a journey made for private rather than work purposes. The next chapter explains in more detail what is meant by 'private travel' (see paragraph 3.32).

Travel in the performance of the employee's duties

- 2.5 The sort of travel that qualifies for relief on this basis is travel that is 'on the job', as distinct from travel 'to the job'. The most common example is travel between one workplace and another in connection with a single employment. The cost of such travel is incurred in actually carrying out the duties of the employment.

Example

Baljit travels from her permanent workplace to visit a client and back again.

Relief is available for the full cost of this travel because it is in the performance of Baljit's duties.

For guidance on cases where one of the workplaces is the employee's home, see paragraph 3.28.

- 2.6 Another example is where travel is integral to the performance of the duties. Typical examples are a commercial traveller, or a service engineer who moves from place to place during the day carrying out repairs to domestic appliances at clients' premises. Such employees are sometimes described as having travelling appointments.

Example

Barry is employed as a tree surgeon. He travels each day to visit anything up to 20 customers or potential clients. He has no permanent workplace and performs the duties of his employment at customers' homes. Travel is an integral part of his job. Relief is available for the cost of all Barry's business travel.

Travel to a place where attendance is in the performance of duties

2.7 This category covers journeys an employee makes to or from a place he or she **has to** attend to carry out duties of that employment. A typical example might be where an employee has to travel directly between home and a temporary workplace such as a client's office. But it is important to remember that no relief is available for the cost of ordinary commuting or private travel.

Example

Belinda is a purchaser for a major retailing company. Although she has a permanent workplace in Doncaster, she has to spend several days each month visiting suppliers all over the country, often travelling directly to and from home. Relief is available for the full cost of her business travel to suppliers, but not for her travel to her permanent workplace in Doncaster because that is ordinary commuting.

2.8 The essential point is that to get relief for the cost of travel, the employee's attendance at the temporary workplace has to be necessary in the sense that it is dictated by the requirements of the duties of the employment and not, in any way, by the personal convenience of the employee. Similarly, an employer cannot turn an ordinary commuting journey into a business journey by requiring an employee to stop off on the way to carry out business tasks such as making phone calls. Paragraphs 4.3 to 4.5 explain this in more detail.

Travel between employments

2.9 Generally, where someone has two employments, the duties of which are performed at different places, there is no relief available for the cost of travelling between those places.

But relief is available in the case of people who:

- hold employments with more than one company in a group (see paragraph 2.10), or
- have more than one job and the duties of one of them are performed wholly or partly overseas (see paragraphs 7.4 to 7.7).

Example

Chester has two separate employments. Each morning he travels from his home in Godalming to his job as a shop assistant in London. Each evening he travels directly from that workplace to Guildford where he works in a bar. He travels home to Godalming at the end of the day. There is no relief available for the cost of Chester's travel to and from or between his two jobs.

Travel between separate employers within a group

2.10 Someone who is a director and/or employee of two companies within a group of companies may be entitled to relief for the cost of a journey between workplaces for the performance of the duties of those separate offices or employments. For this purpose companies will be regarded as being members of the same group if one is at least a 51% subsidiary of the other, or both are at least 51% subsidiaries of a third company.

Example

Chloe is an employee of company A. She is also an employee of companies B and C. Company A has a 51% holding in company B and a 51% holding in company C. Relief is available for the cost of Chloe's travel between various workplaces for the performance of duties of the three employments.

Example

Christopher is an employee of company X and company Y and a director of company Z. Company Z is an 80% subsidiary of company Y and company Y is an 80% subsidiary of company X. Company X has no direct holding in company Z. Relief is available for the cost of Christopher's travel between company X and company Y and between company Y and company Z. In each case the direct 80% holding makes the companies part of the same group. Relief is also available for the cost of travel between company X and company Z – although there is no direct holding, the indirect holding of 64% (80% x 80%) qualifies for the purpose of the group test.

Joint projects

- 2.11 Two or more employers may act together on a particular project. Sometimes they will form a joint enterprise for this purpose. An employee of either of them whose duties require him or her to act on behalf of the joint enterprise is entitled to relief for business travel.

Example

Bricks Inc and Mortar Inc work together on a project to build a new industrial development. They operate through a company Project Inc (set up solely for this purpose) in which they each have a 50% holding. Claire is responsible for managing the project. At all times she remains and acts as an employee of Bricks Inc. Project Inc pays Bricks Inc for Claire's services.

Claire is entitled to relief for the cost of her travel between Bricks Inc and Project Inc and between either of these companies and Mortar Inc – not because they are members of a group (they are not), but because she is travelling in the performance of the duties of her employment with Bricks Inc.