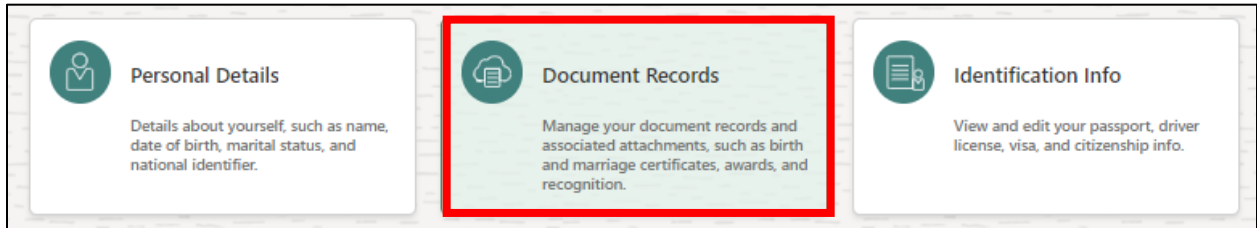


If you have been displaced from your work location, you may be able to claim excess travel expenses. To do this you need to complete an online form on Oracle Fusion.

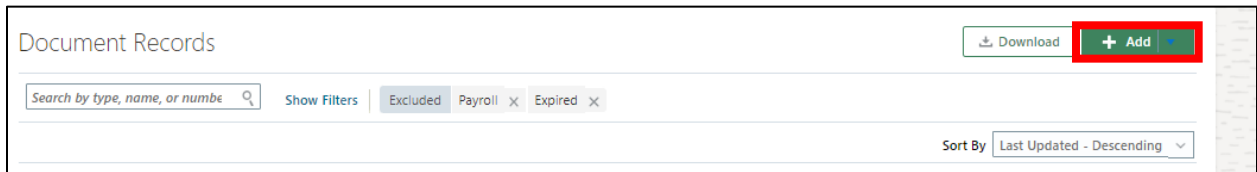
On the Home page click on the “Me” tab and then “Personal Information”.



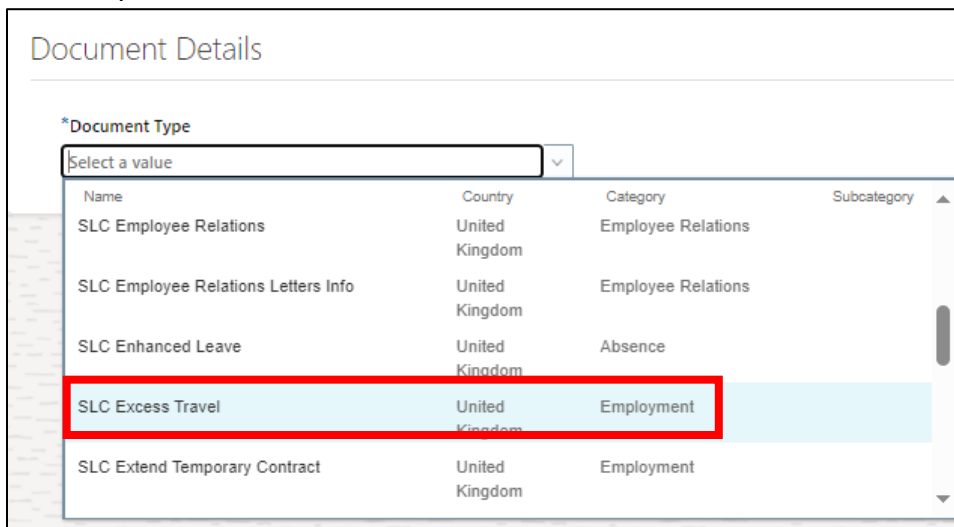
Select “Document Records”.



Click “Add”.



Click drop down arrow and select “SLC Excess Travel”.



The form will have both car mileage costs and public transport, you only need to complete one public of these sections. Regardless of the type of claim you need to complete the red section; the blue section is for public transport and the green section is for car mileage claims.

Complete the relevant section for your choice.

Document Details

<p>*Document Type SLC Excess Travel</p> <p>Description Application form to claim excess travel expenses</p> <p>*Business Title E8918037</p> <p>*Name Stephanie McGuire</p> <p>*From Date 27-May-2024</p> <p>*To Date 31-May-2024</p> <p>Details of Travel (please complete present and revised method)</p> <p>*Public Transport or Car ? Public Transport</p>	<p>Category Employment</p> <p>Country United Kingdom</p>
<p>*From (Home Address) Main Street</p> <p>*To (Old Work Address) Almada Street</p> <p>*Weekly Cost (£) or Distance (Miles) (A) £20.00</p> <p>Revised Travel</p> <p>*From (Home Address) Main Street</p> <p>*To (New Work Address) Lanark</p>	<p>*Weekly Cost (£) or Distance (Miles) (B) £30.00</p> <p>Public Transport Fares</p> <p>Weekly Excess (B minus A) (C) £10.00</p> <p>Annual Excess (C multiplied by 52) (D) £520</p> <p>12¼ % Deduction (D multiplied by 0.125) (E) £64.00</p> <p>Total Claimed (D minus E) £455</p> <p>Car Mileage Costs</p> <p>Weekly Excess Miles (B minus A) (F) 10</p> <p>Annual Excess (F x £0.20 x 52) (G) 104</p> <p>12¼ % Deduction (G multiplied by 0.125) (H) 13</p> <p>Total Claimed (G minus H) 91</p> <p>Declaration I hereby certify in submitting this claim that the total excess travelling expenses claimed by me have been incurred as a direct result of a change in my place of employment due to reorganisation or other circumstances beyond my control, not referred to in my contract of employment. I also acknowledge my obligation in respect of change in circumstances as detailed in paragraphs 2.5 and 2.6 of the Excess Travelling Expenses Scheme.</p>

In the attachment section you must attach a copy of your public transport tickets or your calculations for the mileage from the AA Route Planner site.

Click "Submit".



If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk