

Shortest Distance Route

Employees will generally only be reimbursed mileage based on the shortest route. If employees choose to take a longer route for convenience, they will only be eligible to claim the mileage of the shortest route.

There may be some occasions when it may not be possible for the shortest route to be taken e.g. due to adverse weather conditions. Such instances must be appropriately identified on the Council's e-expenses system or expenses paper claim form.

Shorter Distance Examples:

Example 1

Fixed Centre - Clydach Vale

Home Address - Pontypridd

Place of Meeting - Treforest

If possible, the meeting could be arranged to coincide either with the employees travel to work, or, to enable the employee to travel home direct when the meeting finishes.

To avoid the employee having to travel from Pontypridd (home) to Clydach Vale and then travel back to Treforest for the meeting, the employee is more likely to travel from Home to Treforest and then travel to Clydach Vale after the meeting has finished.

The journey is **either**:

(a) Home to place of meeting and journey to base i.e. Pontypridd to Treforest to Clydach Vale

OR

(b) The hypothetical journey from base to place of meeting and return i.e. Clydach Vale to Treforest and return to Clydach Vale.

In this example the shorter mileage is
Pontypridd – Treforest – Clydach = 9 miles

(As opposed to Clydach – Treforest – Clydach = 16 miles)

Example 2

Fixed Centre - Pontypridd

Home Address - Caerphilly

Place of Meeting - Church Village

In this example, the journey is **either**:

(a) Caerphilly to Church Village to Pontypridd

OR

(b) The hypothetical journey from Pontypridd to Church Village and return to Pontypridd.

Therefore the shorter mileage is the hypothetical journey:

Pontypridd – Church Village – Pontypridd = 8 miles

(As opposed to Caerphilly - Church Village – Pontypridd = 10 miles)

Therefore if an employee travels from home, they will be eligible to claim from the fixed centre only.