Late Night Taxi Allowance (Contribution to additional travel costs incurred by late night working)

1. Purpose:
To provide a contribution to additional travel costs incurred by staff who are required to work after public transport has closed.

2. Eligibility:
To be eligible for payments, staff must:
- Regularly\(^1\) work after 11pm in excess of 60 times per year
- No public transport is available
- The individual uses a taxi to travel to home on the occasion of late working

3. Process:
The relevant line manager calculates the requirement for regular late working for the financial year. Each occasion will incur an allowance of £5. The manager submits the name of the individual and number of sessions required to Payroll by 7 August.

Payroll calculate the total annual allowance (number of sessions required \(\times\) £5). The allowance is then processed in twelve monthly payments as part of salary. The payment is subject to tax and national insurance deductions. The allowance is a non-contractual payment and is not part of pensionable pay and therefore exempt from superannuation calculations. As a non-contractual payment the allowance will not be paid where an individual has failed to work on any planned occasion or where an individual has chosen alternative transport.

At the end of the financial year the relevant manager will confirm whether planned late working arrangements were worked. Where there has been an overpayment (due to unplanned absence occurring or the individual choosing to use alternative transport) this should be recorded and deducted from the allocation of allowance for the next financial year. Where there has been an underpayment (due to unplanned additional cover of late night working) this should be recorded and added to the allocation of allowance for the next financial year. The relevant forms are available from the [HR website](#).

\(^1\) Irregular and/or limited late working (under 60 times per year) may be claimed in accordance with the University's Expenses Policy