

## **Guidance re working on other teams and/or extra shifts.**

### **Scenario 1- Working on another team in normal contracted hours- travel direct to session**

#### **Nurses**

**Time:** Actual travel time

**Mileage:** Deduct home to base mileage

#### **Donor Carers**

**Time :** Actual travel time

**Mileage :** Deduct home to base mileage

### **Scenario 2- Working on another team as an extra shift-travel direct to session**

#### **Nurses**

**Time:** Actual travel time

**Mileage:** Home to session mileage can be claimed but payment will be subject to tax and national insurance.

#### **Donor Carers**

**Time :** Actual travel time

**Mileage:** Home to session mileage can be claimed but payment will be subject to tax and national insurance.

### **Scenario 3- Working on own team as an extra shift- travel direct to session**

#### **Nurses**

**Time:** Actual travel capped at team travel time

**Mileage:** Home to session mileage can be claimed but payment will be subject to tax and national insurance.

#### **Donor Carers**

**Time :** Actual travel capped at team travel time

**Mileage :** Home to session mileage can be claimed but payment will be subject to tax and national insurance.

### **Scenario 4- Working on own team as an extra shift-travel with the team Nurses and Donor Carers**

Travel time will be team travel time. Home to base mileage can be claimed but payment will be subject to tax and national insurance. Lease car drivers claiming reimbursement relating to home to base mileage should be aware that such mileage reimbursement is classified by HMRC as private mileage.