Travel and subsistence policy

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Travel and expenses cause more pay day arguments than almost anything else in temporary work, usually because nobody said the rule out loud before the job started. This policy says it out loud. It covers anybody who works for HIRINGUK LTD and, once our agency side trades, anybody we place with a client. The agency side is not trading yet: the compliance page will say the day it starts.

1. The one rule that prevents most arguments

Anything we will pay for is agreed in writing before the work starts, in the assignment confirmation for a worker or in advance for anybody working for us. If it is not written down beforehand, ask us before you spend the money, not after.

2. Getting to work

Travel between home and the place you work is ordinary commuting. It is not paid and not reimbursed, the same as for any employee. For most agency workers each client site counts as a permanent workplace for tax, because section 339A of the Income Tax (Earnings and Pensions) Act 2003 says so where the worker is under the client's supervision, direction or control. That means getting to the site cannot be paid free of tax either, whatever anybody else promises.

3. Travel during the working day

When the client or we send you somewhere during the day (to a second site, to collect equipment, to a training course we have arranged), that time is working time. It is paid, and it counts towards the National Minimum Wage under the National Minimum Wage Regulations 2015. Fares or mileage for those journeys are paid back on the terms set out in the assignment confirmation.

4. Mileage in your own vehicle

Only for business journeys agreed beforehand, never for getting to work. The rate is the one written in the assignment confirmation. HMRC's approved mileage rates (45p a mile for a car or van for the first 10,000 business miles in a tax year, 25p a mile after that, 24p for a motorcycle and 20p for a bicycle) can be paid free of tax and National Insurance; anything paid above them is taxable. Your vehicle must be insured for business use before you use it for work.

5. Staying away overnight

If a job needs you to stay away, the accommodation is booked or agreed by us or the client before you go, and you are never charged for it. The law already forbids making work depend on paying us for accommodation or any other extra service (regulation 5 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003); we go further, and do not charge for accommodation a job needs at all. See our ethical trading policy. Meals and other costs while you are away are covered as set out in the assignment confirmation. Night out allowances for drivers who sleep in the cab are stated in the confirmation for that work.

6. Claiming

- Claim with the timesheet for the week the cost arose, with a receipt or a photo of one.
- Approved claims are paid with the next pay run, shown as a separate line on the payslip.
- Choose the cheapest sensible option: standard class rail, public transport where it works, and no taxis unless it is late, unsafe or agreed.

- We never reduce pay to cover an expense. Nothing is ever deducted from pay without the written agreement, given beforehand, that the Employment Rights Act 1996 requires, and no deduction may take pay below the National Minimum Wage.

7. Honesty

A false claim is treated as dishonesty and may end the assignment or the engagement. A genuine mistake is just corrected: tell us and we put it right.

8. Questions and disagreements

Ask at hello@hiringuk.co.uk before you spend, if you are unsure. If a claim is refused and you think it should not have been, use our complaints procedure.

9. Approval and review

Approved by Grigore Octavian Pupazan, director of HIRINGUK LTD, on 26 November 2026. Reviewed at least once every twelve months, and whenever HMRC changes its rates. Next review due: November 2027.