

Introducing The Corps Advantage Mileage Scheme

INTRODUCTION

Normally, when you are paid your wages, income tax and National Insurance (NI) is deducted under Pay As You Earn (PAYE). You then receive your net pay into your bank account on pay day. From this net pay, you currently pay for your travel by private car, motorbike or bicycle to and from client sites.

However, this travel expenditure may be eligible for tax relief. We have introduced the Corps Advantage Mileage Scheme (CAMS) to help you benefit from the relief you are entitled to. CAMS will help increase your take home payments whilst also saving the company money. This document explains how it works in more detail.

FREQUENTLY ASKED QUESTIONS

How do I know if I am eligible to join CAMS?

All site based employees are eligible to join up to the scheme, however certain criteria apply to the shifts which you will be eligible to claim for. Our system automatically excludes shifts which aren't eligible, only letting you claim for those that are eligible.

Why can't all shifts be included?

CAMS is being run in line with current income tax and NI legislation and HM Revenue and Customs (HMRC) guidelines. The legislation and guidelines are very strict and are specific in terms of identifying the employees and types of work that may be eligible to be included in CAMS and the amounts of business expenses that they can claim. Corps Security won't stop any individual from joining CAMS who is eligible under current legislation and HMRC guidelines. However, we do of course have a legal obligation to comply with tax legislation and therefore, unfortunately, we won't be able to allow those individuals who are unable to claim tax free expenses from participating in certain aspects of CAMS.

Tell me more about these new allowances and expenses...

TRAVEL EXPENSES

You will be able to claim travel expenses to and from any "temporary workplace". Corps Security's Expenses Policy (available on the Colleague Portal) will contain guidance on what constitutes a temporary workplace, but broadly it is any business workplace that isn't your usual place of work. For instance, this will include employees who are not linked to any particular site but spend their working time split amongst numerous sites, which are not tightly clustered together; anyone attending their local branch for a meeting, or; anyone attending a training course held off site. HMRC's rules on which journeys are eligible and which are not are fairly complicated and therefore not all employees will be able to claim travel expenses for all shifts. Under CAMS, the full distance for eligible journeys will be able to be claimed as long as it is to/from a temporary workplace.

Qualifying CAMS travel expenses will be automatically calculated based on the shifts worked as recorded on the company's scheduling system. Once the travel expenses have been processed the CAMS benefit will be calculated. Both the expenses and CAMS benefit will be shown on your wage slip. Remember that qualifying business expenses will be paid free from tax and NI.

How does the company benefit from CAMS?

We implemented CAMS mainly as a benefit to our employees; however Corps Security also benefits from NI savings as we aren't required to pay employers' NI contributions on business expense reimbursements.

CAMS involves a significant amount of extra administration in order to run the scheme, including the additional audits. As a result of this, Corps Security will retain a small premium from the costs it charges to clients to help the business meet its extra administrative costs. In effect, this means that the amount paid to you in gross wages (i.e. before tax and NI are deducted) added to the expenses payments may be less than your 'old' gross pay, however as you will benefit from paying less tax and NI, you will still take home more payments overall.

By how much could my take home payments increase as a result of CAMS?

This will depend on a number of factors, such as:

- Which parts of CAMS you are eligible to join;
- How much you can claim under each of the business allowances and expenses;
- Your tax code;
- The amount that you earn.

It is difficult to say exactly how much, but it wouldn't be unusual for you to receive an extra 25p for every £1 reimbursed to you as a business expense. So if you received £30 in business expense reimbursements in a week, you may receive around £7.50 more (i.e. 25p x 30) than you would have done without CAMS. Please bear in mind though that this will vary between employees depending on their personal circumstances.

Your payslip will show you how much you have saved under CAMS each month and include a running total showing how much extra you have received over the year.

How can I join?

In order to benefit from CAMS and receive travel expenses, you will need to indicate your expectation of work location and advise us of your method of transport. This can be done either via the Colleague Portal or completing the attached form and returning it to Emma Brooksbank, Assistant to Senior Management Team at Market House.

the Expression of Wishes form below which needs to be completed and returned to Market House in the enclosed prepaid envelope. **Please note that you can only join CAMS if you travel to work by private car, motorbike or bicycle.** Once we have received this information we will check to ensure you are eligible for CAMS.

Will I need to agree a new contract of employment?

In order for CAMS to be legally compliant, certain terms must be included in your contract of employment. Particularly, the section in your contract about how you are paid will change to include details of CAMS. This is a necessary part of ensuring that CAMS is legal. Once we have established your method of travel to work and if you are eligible to join CAMS then you will be asked to confirm your agreement to the updated contract.

What if I currently have additional rights and benefits under TUPE regulations?

Any employees who join Corps Security due to a TUPE transfer may be entitled to benefits above those offered in Corps Security's standard terms and conditions. If this is the case, you will receive a letter with the new contract offering you the chance to transfer to Corps Security terms and conditions whilst also retaining the additional benefits. Please note that we may not be able to match all of the additional benefits but the letter will detail those which you may continue to receive. **Provided that you agree to those conditions relating to CAMS then you can continue to enjoy any additional benefits you may have acquired under Tupe.**

So what happens next?

Once you have completed and returned the Expression of Wishes form below (either by completing on-line via the Colleague portal or returning the form in the post) we will establish if you are eligible to join CAMS. If so we will enrol you onto CAMS and shortly afterwards we will ask you to confirm your acceptance of the CAMS contract.

SUMMARY

We hope that you find the Corps Advantage Mileage Scheme to be an added benefit of working for Corps Security. Your Contracts Manager and Area Supervisors will be willing to answer any questions which you may have.

CORPS ADVANTAGE MILEAGE SCHEME EXPRESSION OF WISHES FORM

Please tick the box as appropriate to confirm your wishes and expectations in relation to CAMS:

- I wish to participate in the CAMS arrangements and understand that there is an expectation that I may be placed at various locations without restriction as required by CORPS SECURITY.

My method of travel to my various locations will be by:

- Private Car Motorbike Bicycle

Please tick only one box for your method of travel. Please note that entitlement to join CAMS is only with travel by private car, motorbike and bicycle. You also agree to notify the company, in writing or by email to camsadmin@corpssecurity.co.uk, if your method of travel to work changes.

Signed (employee)

Name & Job Title

Date

PLEASE COMPLETE THIS FORM VIA THE ONLINE COLLEAGUE PORTAL OR RETURN TO EMMA BROOKSBANK, ASSISTANT TO SENIOR MANAGEMENT TEAM, USING THE PREPAID REPLY ENVELOPE.