

APPENDIX 4

Travel Time – Time Off In Lieu (TOIL)

EXTENDED (OVERNIGHT) / INTERNATIONAL TRAVEL	CLAIMABLE TIME	TIME OFF IN LIEU
Travel on a non-working day	Total travel time from home to end of journey	Yes
Travel on a working day	Total travel time out with core College hours less normal home to College travel time	Yes
LOCAL / RETURN ON SAME DAY TRAVEL	CLAIMABLE TIME	TIME OFF IN LIEU
Home -> College	Not claimable	No
College -> Home	Not claimable	No
Home -> external location -> College	Total travel time outwith core College hours to external location less normal home to College travel time	Yes
College -> external location -> Home	Total travel time outwith core College hours from external location less normal College to home travel time	Yes
Home -> external location -> Home	Total travel time outwith core College hours less normal home to College and College to home travel time	Yes

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