

Staff Travel Policy

1. Overview

1.1 This Company-wide policy entitles employees who live in excess of 50 miles from Oomph's Head Office, currently Wimbledon, to be reimbursed for their travel to the office. This policy also applies to employees who are on an Apprenticeship Scheme with Oomph, regardless of their home location.

1.2 It applies to all permanent employees and apprentices who are permanently based in our Head Office in Wimbledon. It does not apply to self-employed contractors, workers and agency workers.

1.3 This policy does not form part of your contract of employment, and we reserve the right to amend this policy at any time.

2. Eligibility

2.1 Any permanent Head Office-based employees who live in excess of 50 miles from Head Office in Wimbledon, or apprentices (for whom the 50 mile rule does not apply). Please speak to your HR Manager to find out more and whether you are eligible.

3. How to claim

3.1 Please purchase your monthly season ticket as normal and reclaim via the normal expenses route.

4. Restrictions

4.1 You will only be reimbursed up to a maximum of £400 per month.

4.2 You will only be reimbursed for public transport journeys (ie not petrol/diesel or taxis).

4.3 This policy will not apply to Annual Pass purchases.

4.4 This will be considered a benefit from HMRC and liable to personal tax and will need to be reported by individuals using HMRC's Self Assessment process.

4.5 Your entitlement to this benefit will end when your Apprenticeship does.

4.6 In the event of your home location moving to within the 50 mile radius then this benefit will cease to be paid to you.

January 2018, to be reviewed next January 2020.