



Business Mileage Policy

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Implemented: August 2025
Review: August 2026

1. About this Policy

This document outlines the Council's policy on reimbursement for mileage costs incurred by employees travelling for business purposes and applies to all employees of the Council. It does not apply to Agency Workers, Consultants or Self- Employed Contractors.

This policy has been agreed and implemented following consultation with the recognised Trade Unions.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. People Responsible for this Policy

HR have overall responsibility for the effective operation of this policy but has delegated day to day responsibility for overseeing its implementation to all managers.

All managers have a specific responsibility to operate within the boundaries of this policy to ensure that all staff understand the procedure they are required to follow and to take any action where behaviour falls below its requirements.

3. Reimbursement of Expenses

We will reimburse reasonable travel costs of necessary travel properly incurred in accordance with this policy. Any attempt to claim travel costs fraudulently or in breach of this policy may result in disciplinary action. We will not reimburse penalties or fines for parking or driving offences other than at our absolute discretion in exceptional circumstances.

4. Policy overview

All employees, whether based at the office, or any of the Council's other locations will have an administrative base ('usual place of work'). This is the base for their team and the location they will attend for meetings or to use Council facilities, even if infrequently. If it is not clear where your administrative base is, speak to your manager.

The Council will not pay for:

- Travel from home to your usual place of work and return (your commute)
- Travel which is mainly for your own purposes

All other business travel expenses can be claimed.

To claim business mileage:

- You must deduct your return commute once a day from the total miles travelled, even if you do not attend your usual place of work. Where you do attend your usual place of work, your business miles should be calculated from there and return. Where your return commute is longer than your travel for business purposes, there is no claim to be made.
- If driving on council business your insurance policy must cover business use.

For rail travel or subsistence payments incurred during business travel, please refer to the Council's Expenses and Subsistence Policy.

Mileage rates can be found [here](#).

5. Policy Principles

1. Where it is cost effective to use your car for business purposes and you have been authorised to do so, mileage payments are to compensate you for travel carried out for business purposes. These payments are not a benefit, are in line with HMRC guidance, and do not include substantially ordinary commuting.
2. Mileage should be claimed based on the shortest, most direct route according to Google Maps or equivalent. Mileage payments will be monitored by line managers at the point of being approved and excessively large mileage claims will not be approved without sufficient explanation.
3. In the interests of efficiency and minimising our carbon footprint, you may claim an additional 5p per mile for transporting colleagues who are making the same business journey as you. This does not apply to car sharing on your regular commute between your home and office.
4. If you are driving on Council business, you must provide your manager with a valid insurance certificate that covers you for business use. This should be provided on an annual basis in conjunction with the Council's Driving at Work Policy and must be provided before any claims for business mileage are paid. The Driving at Work policy should always be complied with when driving on behalf of the Council in either a Council owned or private vehicle.
5. If you choose to cycle instead of using a car for business journeys and claim mileage, you must ensure that your bicycle is roadworthy and should wear appropriate high visibility clothing and a safety helmet. Journeys should be reasonable in terms of both time and route taken.

Mileage claims should be submitted through iTrent self-service where they will be considered by your manager. Claims should be made within 90 days of the journey being undertaken. Claims made after this time will not be processed unless there are exceptional mitigating circumstances. Although you are not required to submit fuel receipts to support

mileage claims, they may be requested by your manager and so should be retained until the end of the financial year in which the claim is made.