



Hart

DISTRICT COUNCIL

CAR MILEAGE POLICY

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Hart District Council believes that interests of staff and the Council are best served by the formulation and implementation of clear and consistent employment policies and procedures. This policy statement details the Authority’s policy in relation to Car Mileage. It takes into consideration all legal requirements and will be applied in accordance with the Authority’s Equality and Diversity Commitment to treat all its employees with dignity and respect.

Policy Statement

This policy sets out the rules and procedures for claiming Car Mileage.

The Council will review this document on a regular basis to ensure that the policy is in line with its strategic and operational requirements and that the allowance rates are up to date.

Scope

The policy will apply to all employees undertaking official duties on behalf of the Council. The policy covers the following:

- Car Mileage – HMRC rates
- Essential Car User Lump Sum
- Travelling by Public Transport

Responsibility & Accountability

Employees must:

- Submit claims for car mileage in a timely fashion, ideally on a monthly basis, but no more than two months after the event.
- Complete all the requested information on the relevant claim form.
- Ensure that all claims submitted are accurate.
- Ensure they hold a valid driving licence, a vehicle with a valid MOT and insurance cover for business use when claiming business miles and using the vehicle for business use.

Managers must:

- Take responsibility when authorising a claim to confirm they have verified the amount claimed is within the permitted limits and the reason for the claim is valid before authorising.
- Check, annually, appropriate documentation i.e., Driving licence and Car Insurance.
- Deal with any concerns or allegations of fraudulent claims under the Council's Disciplinary Policy and with reference to the Anti-Fraud & Corruption Policy.

Eligibility criteria

In accordance with the requirements of this policy, approved duties are defined as:

“Any work undertaken, during normal working hours or approved overtime, in connection with the discharge of the functions of the Council, that involves travelling to and from the normal place of work, using a private vehicle”

It should be noted that approved duties do not include travelling to work from home at the start of the working day or from work to home at the end of the working day.

Approved duties would include, but are not limited to, the following:

- Attendance at any meeting of the Council, a Committee, Sub Committee, Panel, or Working Group, taking place away from the normal place of work.
- Attendance at outside meetings relating to the employee's area of responsibility.
- Attendance at conferences, seminars, or training courses.
- Travelling to and from other Council buildings and facilities away from the regular place of work.
- Travelling to meet contractors and suppliers.
- Meeting members of the public in connection with the Council matters.
- Attendance at official meetings of outside organisations by employees appointed to represent the Council on such outside organisations;

This list is not exhaustive, and any duties reasonably undertaken in the discharge of the functions of the Council or matters relating to the employee's area of responsibility would be classified as official duties subject to approval by the appropriate Service Manager.

Employees should not be reimbursed for travelling from home to their place of work on normal working days. There are situations where they are required to report directly to site from home on a working day, rather than their normal place of work. If the site visited is further from home than the normal place of work, then the employee is entitled to claim for the additional distance travelled, e.g., the difference between car mileage from home to the normal place of work and the site visited.

Mileage claims submitted after 2 months of the event, will not be paid unless there are exceptional circumstances.

Car Mileage – HMRC rates

The Council operates a single car mileage scheme for all employees which adopts the HMRC approved rates of mileage i.e. applicable for Essential and Casual car users.

For financial and environmental reasons, the use of cars for Council business should only be used where necessary and where alternative methods of transport are not available or practical. Line managers and employees are advised to encourage the use of public transport, cycling, and walking wherever possible.

The cost of any Tolls and/or car park charges incurred whilst on official business can be reclaimed if accompanied by official receipts.

The rates apply to electric cars also.

Type of Vehicle	Per mile (Up to 10,000 miles per year)	Per mile (over 10,000 miles per year)
Cars and Vans*	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

*Passenger payments — cars and vans

5p per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them.

The use of private vehicles must be undertaken in line with the following guidelines:

- If more than one employee is due to travel to the same event, only one car should be used, other than in exceptional circumstances.
- Hart reserves the right to pay the train fare, rather than the mileage and parking. If there is a genuine good reason (e.g., carrying a quantity of equipment or materials), this must be detailed on the claim form. Employees are expected to check what is the best value.

The mileage allowance is taxable, and Income Tax and National Insurance contributions will be deducted in accordance with the employee's Tax Code and HMRC regulations.

If employees have any concerns or queries about the tax implications of claiming allowances, they are advised to communicate directly with HMRC.

Essential Car User Lump Sum

No new employees of Hart will have Essential car user status.

For those staff that are Essential car users, the full lump sum will be paid at the end of the financial year, provided the following criteria is met;

- Annual business mileage of 2,500 miles or more (pro rata for part time employees).

Employees who do not qualify for the lump sum will only receive the HMRC mileage rates.

Engine Size	Lump Sum
451 – 999cc	£927
1000 – 1199cc	£1,055
1200cc and above (inc electric Vehicle)	£1,357

Travelling by Public Transport

The Council's overall policy for travelling by public transport is to encourage this approach where possible, based on the principle that the most cost-effective means of travel is adopted, bearing in mind the number of employees travelling, the distance and location of the venue and the availability of public transport.

Travel by rail should always be standard class and only reimbursement to the value of a standard class will be paid.

If a taxi is required to be used for part or all of any journey, the rate must not exceed:

- (a) in the case of urgency or where no public transport is reasonably available, the amount of the actual fare, and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.