

Adopted: 25th April 2017
Revised: September 2018

CLAIMING MILEAGE ALLOWANCE POLICY

MILEAGE ALLOWANCE

Mileage allowance is paid when employees are required to travel on Age UK Cambridgeshire & Peterborough business and is reviewed regularly. It may be claimed by completing an Expenses Form, and provided the driver of the vehicle holds a current, full, UK Driving Licence, and that the vehicle has a current MOT certificate and is adequately insured for business use.

Mileage should be claimed on the following basis:

The mileage from the normal place* of work to the first call and then the mileage to the next call etc, then return to the normal place of work, or home, whichever is the nearer, if this is at the end of the normal working day.

OR

If the first call is to be made from home, then this mileage should be claimed providing this mileage is less than the mileage from the normal place of work to that same call.

Mileage may be claimed from home if a visit is to be made on a day which is not a normal working day, or is an evening meeting.

Mileage between home and the normal place of work should not be claimed unless this forms part of the journey as described above.

Employees are entitled to claim business travel mileage at the 'approved amount' published by HMRC in their guidelines on Mileage Allowance Payments. If you are in receipt of a fixed annual mileage allowance payment, you are entitled to claim business travel mileage at the reduced rate as per the most recent Advisory rates published by HMRC.

*In exceptional circumstances, for example where an employee has more than one place of work, determining what constitutes the 'normal place of work' will be by agreement between the organisation and the employee. Each agreement will be made on the merits of each individual circumstance without setting any precedent.