



Car mileage, travel and allowance claims

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Car mileage for authorised car users

For authorised car users who use their own car on Council business the mileage rates are 45p per mile for the first 10,000 miles and 25p per mile thereafter.

Separate arrangements apply for

- excess travel, that is, travel that is due to a change in work location because of job mobility or compulsory transfer
- leased car users and teachers.

VAT receipts

Any claim for additional mileage must be supported by a VAT receipt.

1. The receipt must be dated before the date of the journey that the claim is for
2. The receipt must be for the same or higher value than the fuel cost you're claiming for.

Using public transport

- Authorised car users may also use public transport.
- The equivalent public transport cost, 2nd class train fare, or bus fares may be claimed.
- You need proof and you should show your tickets to your manager.
- Maximum cost claimable would be limited to the cost of a day ticket each day.

