



Car mileage, travel and allowance claims

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Teachers travelling on authorised school business

Authorised school business is additional journeys which are in excess of normal home to work travel.

Public transport

Reimbursement applies to cheap rate or to the ordinary return fare, whichever is less, for example equivalent to second class train ticket or bus fares.

Private car

Where teachers are required to use their personal cars on council business, the following allowances will apply. For the purposes of applying these allowances, teachers are divided into two classes:

1. **Essential car user:** Teachers whose duties are of such a nature that it's essential for them to have a car at their disposal whenever required.
2. **Casual car user:** Teachers for who it is desirable that a car should be available when required.

Claims for additional mileage

These must be supported by a VAT receipt. The receipt must be dated before the date of the journey that the claim is for, and for the same or higher value than the fuel cost you're claiming for.

Business mileage allowances payable

Car user status	Using car to travel to work or where public transport is not available	Using public transport	Notes
Essential car User	<ul style="list-style-type: none"> • 35.1p per mile for the first 8,500 miles per year • 12.6p after 	Reimbursement at the actual cost of travel (bus/train fare)	The essential car user also receives an annual lump sum in addition to mileage rate payment.
Casual car user	<ul style="list-style-type: none"> • 53.65p per mile for the first 1,000 miles a year • 43.65p for the next 7,500 miles a year • 12.6p per mile beyond 	Reimbursement at the actual cost of travel (bus/train fare)	

Motorcycle allowances

Payable when a teacher uses their own motorcycle on authorised business.

Mileage rates	Vehicle capacity not exceeding 150cc	Vehicle capacity exceeding 150cc
First 1,500 miles a year	16.0p	16.4p
Next 4,000 miles a year	10.9p	11.2p
Next 5,500 miles a year	8.3p	8.5p
Over 11,000 miles a year	3.1p	3.4p