

GUIDELINES: CAR MILEAGE CLAIM

Updated January 2019

1. BACKGROUND

These Guidelines seek to outline the Car Mileage Claim process that have been in place since 5 January 2015 and to provide practical guidance on the implementation of the collective agreement on car and motorcycle rates which become effective from 3rd December 2018.

Principles outlined in these guidelines will be implemented and are reflected in Section 13 'Car and Motorcycle Allowances' of the Terms and Conditions for Chief Officers, Craft and Local Government Employees.

The guidelines will be subject to update as required and effective rates will continue to reflect HMRC rates.

2. SCOPE

These Guidelines apply to all employees of East Dunbartonshire Council who are covered by the collective agreement and are eligible to claim car and motorcycle mileage.

3. CAR & MOTORCYCLE ALLOWANCES

3.1 Car & Motorcycle Mileage

In accordance with Section 13 of the Terms and Conditions for Chief Officers, Craft and Local Government Employees, Car and Motorcycle Allowance is as follows:

- Consideration of the use of technology, requirement to travel and effective daily work planning must all be considered in advance of travel taking place.
- To be eligible to claim business mileage, the individual journey must be 4 miles or more.
- If the individual journey is less than 4 miles, the employee is not entitled to claim any mileage.
- An example is if an employee undertakes business mileage and the total distance of the individual journey is 6 miles, employees can claim for 6 miles at the HMRC business mileage rate.



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- Employees are encouraged to utilise alternative methods of travel which are in place across East Dunbartonshire Council, including:
 - Pool Cars/Bicycles
 - Service Based Fleet Cars
 - Car Sharing
 - Use of Smart Working technologies to avoid travel
 - Governance arrangements that have been in place since October 2013 requires travel to be authorised in advance.
 - Consideration of the use of technology, requirement to travel and effective daily work planning must all be considered in advance of travel taking place.
 - Claims must be made within 2 pay periods of travel taking place.
 - Any claims outwith these parameters will not be reimbursed.
 - Appropriate reporting/monitoring mechanisms are in place to ensure compliance with the governance arrangements and mileage allowances paid

3.2 Driving Licence & Insurance Checks

For those employees who have been identified as requiring vehicles for Council business, the Manager is responsible for carrying out the following checks on at least a bi-annual basis:

- that the employee holds a valid driving licence for the classification of vehicle that they are driving; and
- the employee has current insurance which includes the appropriate cover for business use.
- Medical Questionnaires will require to be completed for any employee who uses a vehicle as part of their employment. The questionnaire will be considered and engagement with Occupational Health will take place if necessary. Engagement with individual employees will take place throughout this process.
- Employees who use a bicycle for business purpose are recommended to have at least third party insurance.

4. CLAIMING CAR & MOTORCYCLE ALLOWANCE

All claims **must** be made within 2 pay periods of the travel undertaken. Therefore all claims should reach payroll in advance of the pay cycle deadlines.



- Where travel takes place after a pay deadline has passed but before payment, it will be legitimate for this to be paid in the next pay cycle.
- Claims must be made within two (2) pay periods of the travel taking place.
- Any claims out with these parameters will not be reimbursed.
- All business travel should be pre-approved before being undertaken.
- All claims must be submitted using the Mileage Claim Form available on the HUB.
- All claims for mileage must be signed by Team Leader or Service Managers following verification of need and legitimacy of travel being confirmed by Team Leaders.
- Appropriate reporting/monitoring mechanisms are in place to ensure compliance with the governance arrangements and mileage allowances paid.



Frequently Asked Questions

Q1 What do you mean by Individual Journey?

A1 An individual journey is defined as the total miles travelled between the start point and the destination. This is not the return journey and return journeys should be determined and recorded as two separate individual journeys.

For example, if an employee is travelling from Council Headquarters in the Marina and travelling to Hilton Depot for a meeting, the total miles travelled in this individual journey is 5 miles. If the employee is returning from Hilton Depot back to the Marina, this individual journey is 5 miles.

Q2 What am I eligible to claim under the terms and conditions?
A2 The collective agreement entitles you to claim any miles travelled if the journey is greater than 4 miles. Using the same example as above, you will have travelled 5 miles in the journey therefore, you will be eligible to claim 5 mile and the same for the second journey. If your journey is 3.5 miles, you are not eligible to claim for any miles travelled.

Q3 Has the mileage rate changed?

A3 No, the mileage rate remains the HMRC rate.