

# Mileage Claim Form

Please complete in CAPITALS if handwritten



Your Name	
Please Tick one box	<input type="checkbox"/> EWT <input type="checkbox"/> EWS <input type="checkbox"/> EECOS <input type="checkbox"/> CG <input type="checkbox"/> TNP
Your Address	
Please Tick one box	<input type="checkbox"/> STAFF <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> TRUSTEE
Date of claim	
Your Signature	
Approved by (signature & CAPITALS)	
Budget code	

Date	From (postcode)	To (postcode)	Reason for Travel (place, meeting/training) Please remember to use a Trust pool vehicle if available	Miles	Miles Normal Commute To Be Subtracted (Staff Only)	Total Miles Claimed	Miles with passenger <sup>2</sup>
Totals:							

Total no. of miles <sup>1</sup>	pence per mile		£
	0.45	(up to 4000 miles per annum)	
	0.29	(between 4001 & 10000 per annum)	
	0.21	(above 10,001 miles per annum)	
	0.29	(motorcycles)	
	0.25	(bicycles)	
	0.05	(passenger)	
		Subtotal:	
		Reimburse personal mileage (enter minus amount)	
<b>Total claim:</b>			

Please submit claims monthly to avoid building up claims and crossing budget periods  
 To claim mileage you must have business insurance,  
 your car must be taxed and have a valid MOT<sup>4</sup>

## Notes

### **Note 1: This table indications mileage rates for staff and volunteers**

Note: In normal circumstances, a maximum claim for regular trips by a volunteer to a visitor centre, reserve or office is 50 miles (round trip)

### **Note 2: Miles with a passenger**

An additional 5p per mile can be claimed on any journey where at least one other person is travelling in the vehicle on Trust matters.

### **Note 3: Is this claim taxable?**

Tax is applied when a member of staff is obliged to make an additional journey from home to their permanent place of work (or/and back) for an emergency or a meeting outside normal hours. This will be paid with salary.

### **Note 4: Insurance, tax and MOT on your private vehicle**

When you claim mileage and sign this form you are agreeing your private vehicle

- a) is appropriately insured. For employees this means that you must ensure your insurance cover includes business use. For volunteers you should check with your insurance company they will cover you for volunteering activities.
- b) is taxed up to date
- c) has a valid MOT

### **Note 5: Personal use of Trust vehicles (see section 8.1 of the Staff Handbook)**

Staff and volunteers must not use Trust vehicles for private use outside Essex without the permission of their line manager. Regular and repeated use of Trust pool vehicles for private use will result in a tax liability to that staff member. Occasional use of the Trust pool vehicles for private use is acceptable but you must reimburse the Trust at 45p per mile with a minimum charge of £5 per day.

**Please use a Trust pool vehicle if available**