# Appendix 2: Non- Local Car User Scheme Mileage and Passenger Allowances

**Casual Car Users**

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| **Journey Description** | **Threshold and Rate** | **Restrictions** |
| Business mileage, less notional home to base mileage | First 10,000 miles - 45 pence per mile Over 10,000 miles - 25 pence per mile | The daily rate is capped at 100 miles; thereafter the car hire equivalent rate will apply. |
| Passenger allowance | 5 pence, per passenger, per mile (includes Council employees and clients) | None |

**Essential Car Users (limited to service specific terms and conditions)**

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| **Journey Description** | **Threshold and Rate** | | |  | **Restrictions** |
| Business mileage, less notional home to base mileage |  | Below 1000cc | 1000 to 1199cc | 1200cc and over |  |
| Lump sum per month | £70.50 | £80.25 |  | None |
| First 8,500 miles | 36.9p | 40.9p |  | None |
| Over 8,500 miles | 13.7p | 14.4p |  | None |
| Passenger allowance |  | None | | | None |

**Lease Car Users (limited to service specific terms and conditions)**

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| **Journey Description** |  | **Threshold and Rate** | | | **Restrictions** |
| Business mileage, less notional home to base mileage |  | Below 1000cc | 1000 to 1199cc | 1200cc and over |  |
| All miles |  | 9.406p | 15p | None |
| Passenger allowance |  | None | | | None |

**Members**

|  |  |  |  |  |
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| **Journey Description** |  | **Threshold and Rate** | | **Restrictions** |
| Approved duties |  | First 10,000  miles | Above 10,000  miles |  |
| Cars and vans | 45p per mile | 25p per mile | None |
| Motorcycles | 24p per mile | 24p per mile | None |
| Cycles | 20p per mile | 20p per mile | None |
| Passenger allowance | 5 pence, per passenger, per mile (includes Council employees and clients) | | | Maximum of 4 passengers |

**Motor Cycle Users**

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| **Journey Description** | **Threshold and Rate** | **Restrictions** |
| Business mileage, less notional home to base mileage | Rate is 24 pence per mile | None |
| Passenger allowance | None | None |

**Hire Car Users**

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| **Journey Description** | **Threshold and Rate** | **Restrictions** |
| Business mileage only | Hire cars can be ordered for journeys in excess of 100 miles including return journey. | Employees will be required  to return the car with the same level of fuel and will be reimbursed for this cost, against receipts. |
| Passenger allowance | None | None |

**Hire Car Equivalent Rate**

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| **Journey Description** | **Threshold and Rate** | **Restrictions** |
| Business mileage, less notional home to base mileage | First 100 miles – at Casual Car Rate Miles over 100 – capped at 15 pence per mile  Employees must deduct their notional home to base mileage from the claim. | Casual Car Users can choose to use their own vehicle but their claims are capped. |
| Passenger allowance | 5 pence, per passenger, per mile (includes Council employees and clients) | None |

**Pedal Cycle Users**

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| **Journey Description** | **Threshold and Rate** | **Restrictions** |
| Business mileage, less notional home to base mileage | Rate is 20 pence per mile  Return journey time to be limited to one hour. Journeys in excess of this within the working day are not considered to be a good use of officer time. | No reimbursement can be made for journeys undertaken using a bicycle that is still being hired under the Cycle to Work Scheme. |

Most journeys undertaken using a motor vehicle or bicycle must be recorded on theTravel and Subsistence Claim Form to enable reimbursement.

All mileage claims must be accompanied by VAT receipts, with the exception of pedal cycle travel. Reimbursement will not be made if receipts are not provided.