Mileage claims

 **The casual car mileage allowance is the standard reimbursement rate for employees using their own car for business purposes and is set out below for employees on the Kent scheme.**

The mileage allowance is designed to compensate you not just for the fuel used, but also for any wear and tear during business journeys. You cannot claim for service, car wash or tyre replacements on your vehicle, as the costs for this are factored into the mileage allowance paid.

It is very important if you undertake business journeys you ensure that you adjust your insurance policy to include business use. We will not reimburse any related increase in cost, as this is also included within the mileage rate consideration.

Your manager will only approve mileage claims where sufficient address details are provided (including postcodes for every stage of the journey) to enable them to confirm its authenticity.

Commuting (travelling to and from work) cannot be claimed in most circumstances. If your business miles start from home rather than your normal place of work, you should not claim miles up to the normal length of your commute as this would be considered a taxable benefit and is outside KCC policy.

You need to supply a VAT receipt for fuel (receipt which includes a VAT number). This allows us to claim back a percentage of the VAT which in turn is put back into our services. If you do not submit a VAT fuel receipt, and the receipt box on the claim is not ticked the reimbursement will be reduced to compensate for the non-recovery of VAT. For more information [please see FAQs - VAT receipts for mileage claims](http://knet/ourcouncil/Travel-and-expenses/Documents/FAQs%20-%20VAT%20receipts%20for%20mileage%20claims.doc). You must supply receipts by using the specially designed brown Self Service expense envelope to send to the Employee Services Centre.

Mileage rates

**​Casual user mileage**:

* Up to 10,000 miles: 45p per mile
* 10,001+ miles: 25p per mile

**Motorcycle and cycle mileage**:

* Motorcycle: 24p per mile
* Cycle: 20p per mile