

Guidance notes for completion of this form

- **Vehicle registration number.** Care should be taken when entering this detail, to ensure that the characters are clear (eg. V and U often appear very alike and so do S and 5 or Z and 2)
- **Mileage Rates:** 15p p/m Electric; 20p p/m Bicycle; 24p p/m Motorbike; 45p p/m Petrol/Diesel.
- **Receipted subsistence.** Subsistence is payable in accordance with your Conditions of Service. Details of rates and qualifying times etc. can be obtained from the SPT Subsistence Policy. A valid receipt **must** be attached for payment to be processed.
- **Receipted expenses (non tax).** Tolls and car park fees should be claimed in this column. It is possible to claim the cost of rail journeys or hotel charges by using this claim form. This column should be used to reclaim any excess bus or rail fares resulting from redeployment/relocation where the duration is temporary or known to be for less than 24 months. Such claims must be supported by relevant receipts. Out of pocket expenses also require supporting receipts and can be claimed under this heading.
- **Receipted expenses (taxable).** This column should be used to reclaim any excess bus or rail fares resulting from redeployment or relocation where the duration is either permanent, or temporary but expected to last for longer than 24 months, or where the duration is not known. The whole of this payment is used in the calculation of income tax and National Insurance. Such claims must be supported by receipts.

General notes

1. When undertaking Academy business you are required to adhere to traffic regulations. Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of Road Traffic acts, the Traffic Management Act and Motor Vehicle (Construction and Use) Regulations are your responsibility and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (eg compound charges) by not buying such items as congestion charge tickets, car parking tickets etc.

Economy

2. As a general rule employees should use the most economical form of travel, in terms of cost and time taking into account the different modes of travel and fares available.

Insurance

3. Employees using their own vehicles on Academy business have the responsibility to ensure they are properly insured.
4. Any equipment, even that owned by the Academy, will not be insured if left in an unattended vehicle.

Use of this form

5. Separate forms should be used for
 - Each vehicle used
 - Claims to be approved by different authorising officer. Where necessary additional forms may be used as continuation sheets
 - Subsistence claims need to be submitted within a 3 month period from the date of expenditure, or they will no longer be valid and therefore not reimbursed..
6. Forms should be made up to the end of each month; checked; approved and submitted either direct, or through a budget holder if appropriate, to the relevant departmental section by the agreed date in order that the claim can be processed in that month. **If the submission of the form is delayed, or if the form has to be returned because it is incomplete, then it is likely that the payment of the claim will be delayed.**

7. Note that some details required on the form are mandatory – and if they are missed, the form will normally be returned (unpaid) for completion and re-submission. The mandatory details are:

- Name
- Vehicle Registration number
- Mileage claimed
- Mileage rate.
- Signatures

Where mileage is being claimed, valid VAT receipts for the purchase of fuel **must** be attached.

Conditions relating to vehicle use

Mileage claimants certify that whilst being used on Academy business any vehicle is:

- Properly insured for use on Academy's business (business use endorsement)
- Driven by the holder of and in accordance with an appropriate valid driving licence
- Taxed, with current MOT and maintained to meet statutory legal requirements
- Driven in accordance with all statutory rules and regulations and with consideration to road users.