

## TRAVEL AND BUSINESS COSTS PROCEDURE – HRP652

### APPENDIX 1

Eligible mileage (Refers to Section 17 of the Agenda for Change NHS Terms of Services Handbook – Annex 12)

Current rates of reimbursement applying to business journeys made on or after 1 July 2014 by private vehicle owners

Type of /allowance	Annual mileage up to 3,500 miles (standard rate)	Annual mileage over 3,500 miles (standard rate)	All eligible miles travelled (see paragraph 17.15 and table 9)
Car (all types of fuel)	56 pence per mile	20 pence per mile	
Motor cycle			28 pence per mile
Pedal cycle			20 pence per mile
Passenger allowance			5 pence per mile
Reserve rate			28 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

### Mileage rates for Trust Lease Car Owners

Type of Salary Sacrifice Scheme	Rates per Business mile	
EPUT Standard Lease Car Scheme	13p per mile	
EPUT Salary Sacrifice Lease Car Scheme	45p per mile	
NEP Standard Lease Car Scheme	15p per mile	
NEP Salary Sacrifice Scheme	45p per mile	
SEPT Standard lease Car Scheme	13p per mile	
SEPT Salary Sacrifice Scheme	<b>0 – 6000 miles</b>	<b>6001 mile plus</b>
	50p per mile	25p per mile

### Examples

- 1) Person A's normal journey from home to work is 12 miles. They are required to attend a meeting that is 20 miles away that involves travel starting from home.

The amount of miles that can be claimed is the journey to the destination, less the number of miles they would normally travel from home to the designated place of work

The miles that can be claimed is 8 miles (20 – 12)

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- 2) Person B's normal journey from home to work is 10 miles. They travel from home to their designated place of work, then travel to a meeting 15 miles away returning back to the place of work.

The amount of miles that can be claimed is the distance from the place of work to the meeting destination that includes the return mileage to the normal place of work

The miles that can be claimed is 30 miles

- 3) If in example 2 above, they travel directly home from the meeting, then it would be the amount of miles travelled from the location to home, less the amount of miles they would normally travel from the place of work to home

The miles that can be claimed are 15 miles. (i.e. - from work to meeting destination, then the amount of miles to home, less the normal amount of miles travel from work to home

SAMPLE ONLY