
CAR MILEAGE REIMBURSEMENT GUIDANCE

1. Introduction

All mileage claims must be made via ITrent Employee Self Service (ESS). User guide notes are available on the Intranet.

http://inside.ealing.gov.uk/info/20065/working_here/33/hr_self_service

This document should be read with the Staff Expense Policy.

To be able to claim car mileage, you must:

- Be authorised to use your own car for council business.
- Submit a car mileage claim via ESS that must list each journey conducted on approved Council business only, together with supporting VAT receipts for petrol/diesel purchased.
- Claims will not be paid if petrol/diesel receipts are not attached.
- A postcode detail of each destination is required.
- Drive the shortest reasonable route to destinations. If driving to a location directly from your home address, then your normal home to work place mileage should be deducted from the number of miles being claimed.
- Hold a valid UK driving licence.
- Maintain valid insurance on the vehicle being used.
- Ensure that any insurance meets with the minimum required by law under the Road Traffic Acts and explicitly covers the holder of the policy for business mileage.
- Ensure the vehicle used has a valid MOT certificate.
- Copy of your Driving Licence and Insurance Policy should be scanned into Trent and attached to your first mileage claim.
- If you are already set up as a user and have changed your vehicle, please scan in a copy of the insurance policy for the new vehicle once you have updated your vehicle details on Itrent Self Service. Please also ensure you are covered for Business miles on the policy.