

BNPOLO011 – Millage Rates and Rail Travel Policy

District Officers holders using a vehicle to carry out official Scouting business on behalf of the district can reclaim mileage at the rates advised below in conjunction with the district Finance Policy.

The District Lead Volunteer District Chair and District Treasurer will agree District Officers.

The rates are in line with the HMRC approved mileage rates.

Mileage Rates

The District rate for all vehicle types will be as follows

Cars & Vans	45p per mile (including hybrid cars)
Motorcycles	24p per mile
Bicycles	20p per mile
Fully Electric Cars	4p per mile

Mileage Rate Revision

The District mileage rates will be reviewed annually.

Approved changes will take effect from the new financial year i.e. from the 1st April following the Exec approval.

Mileage Calculation

The number of miles claimed should be rounded as follows

The miles claimed ending in 0.5 or below should be rounded down to the nearest whole number.

The miles claimed ending in 0.6 or above should be rounded up to the nearest whole number.

Mileage Expenses Claims

Claims for mileage must be claimed using the Expenses Claim form and within four months of the mileage being undertaken. Claims submitted after four months will only be considered for payment if approved by the District Lead Volunteer.

Rail Travel

a) First Class travel will only be reimbursed in exceptional circumstances and with the prior approval of the budget holder. (Except where first class travel is cheaper than second class travel)

b) On overnight trains single berth sleeping compartments may be used.

c) When booking/purchasing tickets the most cost-effective options should be considered. This includes online bookings/purchases, booking as early in advance as possible and travelling off-peak as these will usually result in price savings. Claims for tickets purchased on the day will be reimbursed where possible at the discretion of the budget holder.