



**Information Governance Team**

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10 May 2023

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI509667211**

Thank you for your request for information relating to Council vehicle usage.

You have requested the following information:

**1. How many business miles have been travelled by your employees using their own car (grey fleet) in the financial year 2021-2022?**

1,246,729 miles.

**2. How many business miles have been travelled by your employees using their own car (grey fleet) in the financial year 2022-2023?**

1,070,314 miles.

**3. How much money has been reimbursed back to employees for those business miles for grey fleet in the financial year 2021-2022?**

£560,480.20

**4. How much money has been reimbursed back to employees for those business miles for grey fleet in the financial year 2022-2023?**

£480,484.88

## **5. How much does your organisation reimburse its employees per mile?**

Car: 45p per mile

Motorcycle: 24p per mile

Bicycle: 20p per mile

## **6. Does your organisation have an employee travel policy for business travel, which may include other additional modes of transport such as train, car rental etc.? If so, can it please be attached to this response.**

Please see the attached document.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**

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# Travel and Reimbursement Scheme

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April 2021

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## 2. Mileage Rates

### 2.1 Private Motor Car/Electric car or Private Motor Cycle

Where a privately owned motor car/ electric car or motor cycle is used for authorised council business, reimbursement will be within the PAYE dispensation granted by the HM Revenue and Customs. The mileage rates are as follows (current as at April 2017):

- a) Private Car/Electric Car 45p per mile
- b) Private Motor Cycle 24p per mile

### 2.2 Private Bicycle

Where a privately owned bicycle is used for authorised council business reimbursement will be on the basis of 20p per mile within the PAYE dispensation granted by the HM Revenue and Customs.

### 2.3 Leased Cars

11.87p per mile

2.4 All mileage rates will be reviewed and revised annually in accordance with the HM Revenue and Customs approved rates and in consultation with recognised trade unions.

2.5 Employees using private vehicles on official City Council business must ensure that appropriate indemnification is included within the vehicle insurance cover.

2.6 Where employees are claiming mileage on journeys made from and/or to home, the normal home to work/work to home mileage should be deducted from the total mileage.

2.7 Where employees are claiming mileage and travel to several locations in the same day, an accurate log of all destinations must be recorded either through the Council's electronic expenses system or a separate log to meet audit requirements.

2.8 In special circumstances, where an extra journey may be necessary between home and office for official duties outside the employee's normal hours of work, e.g. emergency work in the evenings, car allowance for the home to office journey may be claimed. The journey must be approved by the line manager and for those employees living outside the city boundary, a maximum payment of 15 miles each way may be made. All home to work or work to home

journeys claimed are subject to the deduction of tax and national insurance contributions. These journeys should be claimed on the Taxable Journeys Claim Form, found on the Intranet.

- 2.9 The use of bicycles by employees for travel on City Council related business is approved subject to proof of public liability insurance, to cover business use, being presented by the employee.
- 2.10 Where employees are carrying passenger(s) for the purpose of an official journey, reimbursement will be on the basis of 3p per mile for each passenger carried. The passengers must be employees and they must also be travelling on business journeys.

### **3. Bus Fares**

- 3.1 Reimbursement of bus fares will be made through the Council's electronic expenses system, and only then upon production of relevant tickets. Where personal bus passes have been used for business travel reimbursement will not be made – this is on the basis of there being no additional expenditure for the employee.
- 3.2 Agresso should be used to place orders for coach hire
- 3.3 Bus passes can be provided if this is a cheaper arrangement provided that the pass is used exclusively for business purposes.

### **4. Taxi Fares**

- 4.1 Reimbursement of taxi fares will be based on fully itemised receipted expenditure, and claimed through the Council's electronic expenses system. If a taxi can be pre-booked, then Agresso can be used to place an order with a supplier.
- 4.2 Taxis should normally only be used in cases of urgency, where shared use provides economy, where no public transport is reasonably available or to ensure safety and welfare of employees travelling alone.
- 4.3 Use of taxis on travel overseas is more acceptable, however reimbursement will remain on the basis of itemised, receipted expenditure.

### **5. Rail Fares**

- 5.1 Employees are required to use the most economical class of rail travel. In general terms this will be standard class, other than in exceptional circumstances. The cost of first class rail travel will only be met with the prior written approval of the Director following submission of detailed justification.
- 5.2 Where possible travel should take place at 'off-peak' times to obtain the most economical rail fares. Wherever possible, travel and seats should be booked in advance to enable work to be undertaken during journeys and obtain economical rates.
- 5.3 The City Council's purchasing card is the most cost effective means for the employee to pay for rail travel. Where the employee does not have access to a purchasing card, either their own or a cardholder purchasing travel on their behalf, then the cost of travel will need to be claimed

via the Council's electronic expenses system, upon production of receipted expenditure.

- 5.4 Where personal rail cards are used for business travel reimbursement will not occur – this is on the basis of there being no additional expenditure for the employee.

## **6. Air Travel**

- 6.1 Approval for air travel on domestic flights will be subject to economy of time and expenditure. Domestic flights must be economy class only. Prior written approval for air travel on domestic flights must be given by Directors.

- 6.2 Air travel will be economy class. Business class may be authorised by the Director exceptionally when an employee is required to attend a meeting on the day of arrival at the destination and preparation is to be undertaken during the journey.

- 6.3 Air miles should not be accumulated on Coventry City Council business travel

- 6.4 The City Council's purchasing card is the most cost effective means for the employee to pay for air travel. Where the employee does not have access to a purchasing card, either their own or a cardholder purchasing travel on their behalf, then the cost of travel will need to be claimed via the Council's electronic expenses system, upon production of receipted expenditure

## **7. Car Hire**

- 7.1 Car hire may be economical for travel in the UK.

This should be agreed with the employee's operational manager on an exceptional basis in the UK but may be cost effective if a number of employees need transport together. Carhire linked to air travel should be booked through the selected company dealing with the air travel. Car hire within the UK can be booked through the contracted suppliers, details of which are held on the intranet under corporate contracts

- 7.2 Proposals for car hire must be prepared by the employee and submitted for authorisation and approval by the budget holder, prior to a booking being confirmed.