

---

## Payments Pro Ltd - UK Mileage Claim Policy

### 1. Purpose of this Policy

This policy explains the rules and procedures for claiming mileage expenses when using your personal vehicle for business travel. Following these guidelines is essential for the reimbursement of your expenses and ensures compliance with HM Revenue & Customs (HMRC) regulations.

### 2. Scope and Covered Expenses

This policy is for all employees and contractors ("workers") who use their personal vehicles for business-related journeys. It does not apply to travel between your home and a permanent place of work (commuting).

Please note, this policy covers mileage claims only. We do not reimburse for subsistence costs, such as food and drink.

### 3. HMRC Rules for Temporary Workplaces

To comply with UK tax law, you can only claim mileage for travel to a "temporary workplace." A workplace is not considered temporary if it fails either the "24-month" or "40%" rule.

- **The 24-Month Rule:** You cannot claim mileage for a workplace if your assignment there lasts, or is expected to last, for more than 24 months. From the moment it is known an assignment will exceed this period, the location becomes a permanent workplace, and mileage claims must stop.
- **The 40% Rule:** If you spend 40% or more of your working time at a single location, it is considered a permanent workplace. Travel to that location is treated as a regular commute and is not eligible for mileage claims.

You are responsible for monitoring your time at each location to ensure you comply with these rules. If you have any doubts, please consult your agency representative.

### 4. Mileage Rates

We reimburse mileage at HMRC's approved rates, which cover fuel, wear and tear, servicing, and insurance for your vehicle.

- **Cars and Vans:** 45p per mile for the first 10,000 business miles per tax year, then 25p per mile.
- **Motorcycles:** 24p per mile.
- **Bicycles:** 20p per mile.

### 5. Claim Submission and Validation Process

To ensure your claims are processed promptly and accurately, you must follow this procedure:

- **Claim Period:** You can only claim for the immediately preceding week (Monday to Sunday). Claims must be submitted on a weekly basis. Claims submitted for other periods will be rejected.
- **Logging Your Mileage:** You must log the mileage for each **individual** shift on the date that the travel took place.
- **Mandatory Receipt Upload:** You must upload a valid VAT fuel receipt with your weekly claim. The receipt must be dated on or before the date of the last journey in your claim, and the fuel purchase must be sufficient to cover the total mileage being claimed for that week. A claim submitted without a valid receipt will be rejected.
- **Agency Validation:** All claims are sent to your designated agency to be validated against your work records. The agency is responsible for ensuring compliance with this policy and has the final decision on all claim approvals. Please direct any disputes to them.

## 6. Policy Non-Compliance

Failure to adhere to this policy may lead to the rejection of your claim. In serious cases, it could result in disciplinary action. Knowingly submitting a fraudulent claim is considered gross misconduct and will be treated accordingly.

## 7. Contact

If you have any questions about this policy or the claims process, please speak with your agency representative.

Issued by: Payments Pro Department of Compliance

Authorised by: Ashley Holdaway, Director

Date of Issue: November 2025