

# Newport Outdoor Group – Car Fuel Expenses

Amended June 2023

## POLICY

1.1 Car fuel expenses will be paid by the Group Treasurer to any NOG member claiming for using their vehicle for one or more of the following activities ONLY -

- a) Travel to/from Challenge Walk meetings and events
- b) Travel for Committee related responsibilities e.g programme distribution, visiting printers. This will be paid in exceptional circumstances only and each claim will have to be approved by the NOG Committee

1.2 All claims must be submitted in written form using the Fuel Expense Form and detail the following :-

- Date of travel
- From/to locations
- Reason for travel
- Mileage
- Bridge toll costs
- Total amount of claim (based on 20p per mile)
- Date of claim
- Signature of claimant

1.3 All fuel expense claims, once verified as being valid, will be paid at the current NOG rate of 20p per mile.

Bridge tolls can be claimed in addition to car fuel expenses.

1.4 Note that car sharing should be adopted as best practice wherever possible.

1.5 No claims will be accepted for vehicle maintenance, spare parts etc.

1.6 This policy originally came into effect on 1<sup>st</sup> December 2011. No retrospective claims will be accepted

Policy amended 10.10.22 to increase rate from 15p per mile to 25p per mile.

Policy amended 10.6.23 to reduce rate from 25p per mile to 20p per mile

## Non-Compulsory Mileage Rate For Car Sharing

Any driver taking passengers on a NOG trip has the option of charging passengers for fuel at a mileage rate of his/her own choice. The total fuel cost should be divided equally between all passengers including the driver.

For guidance purposes only, the non-compulsory mileage rate is 20p per mile.

The driver should notify the passengers in advance the rate he/she will be charging for fuel.