

Paper - Travel rates and recharges

Owned by: Chief Executive Officer

Date passed: 18/06/25

Body passed by: Senior Management Team

Review Required: Valid until retired

The Students' Union believes that it is often necessary for students and staff to travel either on behalf of Winchester Students' Union or on bona fide and authorised business relating to the Students' Union. Furthermore, it is recognised that often this travel is conducted in either a privately owned vehicle or one of the Students' Union's vehicles. In these instances, it is believed correct to offer a reimbursement of such travel costs (or to charge Activity Group users costs) that is commensurate with prevailing fuel costs taking into account vehicle maintenance and upkeep. The Students' Union also believes that in each case of travel thought must be given to the method of travel to ensure carbon emissions are kept at a level commensurate with our desire to minimise impact on our environment.

The Students' Union therefore resolves to pay or charge such remuneration at the following rates:

Students' Union Multi-Person Vehicles (MPVs) – The Union MPVs have an MPG of approximately 21. That is roughly 4.6 miles per litre. This in turn is roughly 39p per mile based on diesel at 180p per litre. Annual maintenance allowance per vehicle is 12p per mile based on 9000 annual miles. Tax and insurance allowance per vehicle is 27p per mile. This gives an actual cost to the organisation of 0.78p per mile. It is proposed that the Students' Union centrally absorbs the costs of maintaining, taxing and insuring the vehicles, but that the actual diesel costs are passed onto the end user be that a department or club or society.

Internal use will therefore be recharged travel at 40p per mile.

Personal Vehicles (Union business) – All vehicles, other than those noted below, shall be considered able to reclaim the same sum per mile from the Students' Union as long as the trip has been authorised and agreed by the traveller's line manager or an appropriate executive officer. For the purposes of determining the sum the SU has assumed via national statistics (available from VOSA) that a domestic car has an average MPG of 38.8. That is roughly 8.5 miles per litre or 20p per mile based on fuel at 173p per litre (allowing a margin for geographical variances, different fuel types, and 15% increase to average fuel costs). Also allowed is an additional 100% for maintenance and running costs for the first 100 miles, and 60% for any miles over 100.

This brings the rate at which we will reimburse personal vehicle use per mile, to 40p per mile for the first 100 miles and 32p thereafter

The Union bears no responsibility for vehicle insurance and would urge personal vehicles users to check that they are insured for the purposes for which travel expenses are being reclaimed.

Personal Vehicles (Activity Groups) – The above calculation for determination of average actual cost per mile also applies for use of students on cars for travel to and from sport or society activities. For the avoidance of doubt that is: roughly 8.5 miles per litre or 20p per mile based on fuel at 173p per litre (. As Activity Groups are already in receipt of subsidy from the Union through grant and access to resource, allowance for maintenance and running costs is at the reduced rate of 50% flat for all miles.

This brings the rate at which we will reimburse Activity Group personal vehicle use per mile, to 30p per mile.

The Union bears no responsibility for vehicle insurance. As usage is for leisure, it unlikely to be considered business use for the determination of insurance coverage, but individuals are recommended to check their insurance

Personal Vehicles (Motorcycles and bicycles)

In the instance that these vehicles are used for Union business or Activity Group usage, flat rechargeable rates, as determined by HMRC apply, these being:

Motorcycle – 24p per mile

Bicycle – 20p per mile