Finance and Commercial Advice note for Departments

Guidance on Purchase of Fuel for motor vehicles

This Guidance note has been prepared to clarify the position for staff with respect to mileage travelled in motor vehicles whilst on University business. It applies to all University staff and all funding sources with the exception of those working in Transport Services dealing with University owned vehicles.

Where a member of staff is using their private vehicle for University business, the reimbursement procedure is by claiming Mileage at the rates specified in the Staff Fees, Expenses and Benefits manual. These rates are INCLUSIVE of the cost of Fuel and hence it is NOT permitted for staff members to fuel their private vehicles and charge any part of the cost to a University Purchasing Card or to claim actual costs of fuel via expenses. Staff must pay for fuel personally and then claim the appropriate number of business miles via the Expenses system.

The following information from the Staff Fees, Expenses and Benefits manual is also vitally important for any Staff member using their private vehicle for University business:-

Staff who wish to use their own private cars or cycles on University business shall seek prior authority to do so from their manager or Head of Department. Prior to making a journey staff shall ensure that:

(a) they have read and understood the University Policy on Work Related Driving issued by Transport Services
(b) their motor insurance cover extends to business use as the University does not provide insurance cover for private vehicles.
(c) their third party cycle insurance provides a minimum cover of £2 million and extends to business use.
(d) the vehicle is roadworthy and cars must be either less than three years old or have a valid MOT certificate.
(e) they hold a valid UK driving licence (not applicable to the use of cycles).
(f) there is no medical reason why they should not drive or cycle.
(g) they are properly clothed and helmeted if cycling.

Where car travel is essential, a breakdown of each journey must be provided. A Record of Mileage Form - FIN/CAR/1 should be submitted with the relevant claim and it will also be necessary for staff to maintain a cumulative record of mileage from 6 April each year. For staff using the on-line system for claiming expenses, the appropriate field for recording mileage must be completed.
The only circumstances when it is permitted for the actual cost of fuel to be charged to a University Purchasing card or claimed via expenses is if this is related to a vehicle that has been hired specifically for University business. i.e. Hired through, and charged directly to, the University and not a personal hire contract. This is because the cost of the hire will typically exclude any fuel used and hence this is a legitimate charge to the University on top of the cost of hire.

In the case of vehicle hire, where the cost of Fuel is charged to a University Purchasing card, this must be recorded using only the following Material Groups. Material Group VG01 is for use by Transport Services ONLY.

<table>
<thead>
<tr>
<th>Material Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH01</td>
<td>Travel - Car Hire Overseas</td>
</tr>
<tr>
<td>TJ01</td>
<td>Travel - Van Hire Overseas</td>
</tr>
<tr>
<td>TK01</td>
<td>Travel - Coach Hire Overseas</td>
</tr>
<tr>
<td>TH02</td>
<td>Travel - Car Hire UK</td>
</tr>
<tr>
<td>TJ02</td>
<td>Travel - Van Hire UK</td>
</tr>
<tr>
<td>TK02</td>
<td>Travel - Coach Hire UK</td>
</tr>
</tbody>
</table>

Further information from the Staff Fees, Expenses and Benefits manual in relation to vehicle hire is shown below:-

Cost economies often arise through the use of car hire instead of travel by rail or private car. Advantageous rates of hire have been negotiated by the Procurement Team, who will be pleased to supply details on request. For journeys of more than 100 miles per day, car hire, using the special arrangements, is cheaper than travel using a private car.

(a) Users of Hire Vehicles (cars, light goods and passengers carrying up to 8 passenger seats) must first check Transport Services vehicle availability before using outside companies.
(b) Users of vehicles containing more than 8 passenger seats must be authorised to do so by Transport Services.
(c) The maximum weight Goods Vehicle that can be legally operated by the University is 3500kg GVM. To operate vehicles over this weight requires the University to hold a Large Goods Vehicle Operators Licence. Please contact the Transport Manager for further clarification.