The Highland Council

Schedule of Rates

Travel

Car Allowances (Rates effective from 1 April 1999)

(i)	Essential User	-	Annual Lump Sum	£822
		-	Per Mile: First 8500 miles	35.1p
		-	Per Mile: After 8500 miles	12.6p
(ii)	Casual User	-	Per Mile: First 1000 miles	53.65p
		-	Per Mile: Next 7500 miles	43.65p
		-	Per Mile: After 8500 miles	12.6p
(iii)	Motorcycles	-	Refer to Circular SO/214	
(iv)	Lease Car	-	All miles as per current car contract hire scheme.	
	13p.			
(v)	Short Term Car Hire	-	daily hire rate	£26.50
		-	fuel mileage rate	13p
(vi)	Training Rate			21.2p
(vii)	Cycle Rate			12.0p
(viii)	Passenger Rate			0.04p

* Guidance Notes for Use of Short Term Car Hire

1. Short-term car hire should be used within the Council's area where this is of financial benefit given the nature of the journey to be undertaken. From Inverness, for example, a return journey in excess of 100 miles would indicate in most cases that an essential car user should use car hire. Example: Inverness to Wick (220 miles return); cost of car hire = approximately £47, cost of essential car user taking own car = approximately £77. For casual users the figure is 70 miles.

2. Exceptions to this general policy will require the approval of and the authorisation by the Service Director.

3. Circumstances where other factors may be relevant, include, e.g.

- where cost of car hire is more expensive in different locations and as such the actual cost of hire and fuel exceeds normal travel rates;

- the non-availability of car hire in the more remote locations;

- if the employee is away from base for more than one day thus increasing the cost of car hire in comparison with the cost of using his/her own car; and

- if the employee leaves early in the morning from home in his/her own car or returns late evening on the same day thus saving on an additional days car hire, (this is relevant where there are difficulties in collecting or returning car hires and should not apply to hires in Inverness, for example)

TEACHERS SUBSISTENCE ALLOWANCES

Breakfast	£4.48
Lunch	£6.17
Tea	£2.43
Dinner	£7.64
Accommodation Rate	£31.13