



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Mileage Reimbursement

1. Objective

This policy explains how Volunteers can be reimbursed for WANA business-related mileage when using their own vehicle, in line with HMRC guidelines.

2. Who It Applies To

All WANA volunteers who drive their personal vehicle on approved WANA business journeys. Volunteers are responsible for ensuring their vehicles are insured for use on WANA business journeys and for carrying passengers.

3. Current HMRC Mileage Rates (2026)

- Cars & Vans: 45p per mile for the first 10,000 miles in the tax year, then 25p per mile thereafter.
- Motorcycles: 24p per mile.
- Bicycles: 20p per mile.
- Passengers 5p per mile

4. Qualifying Travel

- WANA approved journeys

5. How to Claim

- Complete the WANA Mileage Reimbursement Form within one month of the journey.
- Record each trip with date, start and end points, reason for travel, mileage and passengers on the Mileage Reimbursement Form appended to the normal expense claim form.
- Submit claims monthly to the secretary using the Expense Claim Form
- Keep any supporting documents (e.g., meeting confirmations, toll receipts).

6. Payment Schedule

Approved claims will be processed within one calendar month

7. This policy will be reviewed on an annual basis, or earlier if the HMRC rates are reviewed.

Document History

Agreed by the Steering Group 17 June 2026



WANA
Witherley Atterton Neighbours Association
 wana.org.uk

WANA Mileage Reimbursement Form

Date	Journey Reason	Start Location	Destination Location	Passenger(s)	Mileage	Rate per mile £ (base rate plus passengers)	Amount Claimed £
						Claim Total £	