



Holmes Building Contractors Ltd
 Campion House
 Yarmouth Business Park
 Great Yarmouth
 Norfolk, NR31 0DN
 Tel: **01493 854908**
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www.holmesbuilders.co.uk



Own Vehicle Usage Policy

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Revision Table

Revised on	Version #	Description	Approved by
18/02/2025	1.0	HP18 - New Policy (Ashley Barber)	Ashley Barber
07/10/2025	2.0	No Updates / Re-issue	Ashley Barber



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Policy Elements / Key Principles

This policy outlines the requirements for employees who use their own vehicles to claim reimbursement for mileage.

Part of an employee's contract may stipulate that they may need to use their personal vehicle for work purposes. This includes commuting from their place of residence to their assigned worksite and even travelling between worksites.

In accordance with current HMRC tax regulations, employees are entitled to receive the following mileage or "Mileage Allowance Payments" before incurring additional tax obligations:

	First 10,000 miles	10,001 miles and above
Cars & Vans	£0.45	£0.25
Motorcycles	£0.24	£0.24

As a company, we are not obligated to pay an employee £0.45 per mile; this amount is at the company's discretion. The table above is intended solely for tax threshold purposes (Approved Amount).

However, due to the rising costs of fuel and vehicle maintenance, we have decided to adopt the aforementioned table for our reimbursement amounts.

This is subject to the 20-mile radius limit outlined in the employment contract.

To clarify, any travel to sites within 20 miles of our yard on Thamesfield Way will not be eligible for travel reimbursement. However, if the assigned site is 25 miles from our yard, you will be reimbursed for the 5 miles beyond the initial 20, in addition to the first 5 miles preceding the final 20 miles. This would amount to a total of 10 claimable miles, using the value indicated in the table above.

Google Maps will be used to determine the mileage travelled.

If you claim more than 10,000 miles in your tax year, you will be taxed for the mileage claimed over 10,000 on a P11D.

Subcontractors are **not** entitled to mileage claims, rendering the above information inapplicable to them. Please consult your accountant, who can advise you on the most efficient way to manage your travel expenses.

Signed.....

Garry Holmes (Director)

Date 07/10/2025





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Signed.....
Neil Holmes (Director)
Date 07/10/2025



Signed.....
John Devany (Director)
Date 07/10/2025

