

**Company Vehicle Fuel Policy**Company Vans

Company Vans are to be used only for Business use. If you are permitted to take the vehicle home to allow for an early start, no personal journeys are allowable.

For vans and site operational vehicles, fuel card statements and trackers will be monitored to ensure they are used for Business only. Tracking will be in accordance with the Vehicle Tracking Policy. Where evidence is shown for private use, an investigation will take place which may lead to disciplinary proceedings and subsequent wage deductions.

Company Cars

Company Cars may be used for Personal use but the fuel costs must be reimbursed to the company by the employee.

Legislation requires detailed mileage records and it's important that these are maintained fully. If they are not, HMRC require that the full cost of fuel is reimbursed by the employee, for both personal and business mileage.

Vehicle odometer readings should be taken at the start and end of each month. When completing mileage records you are required to enter your starting postcode and the destination postcode. If you are diverted you are required to enter details of the diversion taken. Random checks will be completed to ensure the mileage claimed is accurate.

Business mileage logs need to be completed and sent to [transport@ti.uk.com](mailto:transport@ti.uk.com), copying line managers, by the 7<sup>th</sup> of the month, with records complete up to the end of the previous month. A deduction from pay will be made for fuel consumed as Personal Use, based on the number of miles. Personal Use will be assumed to be the difference between total vehicle miles in the month and distance logged as Business Use.

The deduction will be made at the HMRC Advisory Fuel Rates. Rates are issued quarterly and can be found using the following link <https://www.gov.uk/government/publications/advisory-fuel-rates>

Note that commuting to a regular place of work cannot be classed as Business, this is strictly Private mileage. If no log is sent, or it is incomplete by the processing date then it will be assumed that all fuel costs were for private mileage and fuel costs fully deducted from the employee's pay.

Fuel Cards

Fuel cards may not be used for personal vehicles under any circumstances, and should only be used by the card holder. Cards should not be transferred except with the authorisation of the Purchasing Manager (currently Kylie Dearden). Fuel must be bought using the Fuel Cards provided. To assist in finding Keyfuel locations, an app is available to download under 'TFCC Connect', please ensure that you modify the settings section to search for the 'elect' card locations only. In the event a card is rejected, please contact Keyfuel Customer Services on 0845 456 1400 prior to leaving the forecourt so that this can be dealt with. If a card is lost or stolen, report this to [transport@ti.uk.com](mailto:transport@ti.uk.com).

This Policy will be reviewed annually to ensure that it reflects current legislation and regulations.



**Paolo Benedetto**  
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