



The criteria for claiming home to work mileage is that the officer is rostered to receive fire calls. Therefore, whilst performing Light Duties, the home to work mileage is not reimbursable. If, however, the officer is required to provide light duties at a location that is a greater distance from his/her home address than their normal place of work, any additional mileage will be treated as official and may be claimed.

## 2.2. Other Official journeys

All journeys to operational incidents and return.

All journeys on official duties including management and supervisory duties, fire safety, station visits, observing operational incidents, transport of personnel etc.

All journeys from home, base or FSHQ to official meetings and return inc Group meetings, individual meeting with line manager or subordinates, IFE group/Branch meetings, Brigade FSNBF committee, Brigade Sports and Social Club etc.

All journeys from home, base or FSHQ on official welfare duties (as authorised by a senior officer/section head) including visits to sick members of staff at their home or hospital and distribution of FSNBF parcels or information to retired members.

All journeys made in connection with specialist references.

All journeys from home, base or FSHQ to garage for vehicle repair or service.

All journeys to external training courses and/or conferences and seminars and return.

All journeys from home to the normal place of work and return are subject to tax and should be recorded in the appropriate column on the claim form.

All other official journey's are not subject to tax and should be entered in the non-tax column.

### LEASE CAR SCHEME-REIMBURSEMENT OF HOME TO WORK MILEAGE

	Week 1			Week 2			Week 3			Week4			Week 5			Week 6		
Mon	8	In		24	In		8	In	X	8	In		24	In		8	In	
		Out	X		Out	X		Out			Out	X		Out	X		Out	
Tue	24	In	X	8	In	X	R			24	In	X	8	In	X	8	In	
		Out	X		Out						Out	X		Out			Out	
Wed	8	In	X	R			24	In		8	In	X	24	In		24	In	
		Out						Out	X		Out			Out	X		Out	X
Thu	24	In		R			8	In	X	24	In		8	In	X	8	In	X
		Out	X					Out			Out	X		Out			Out	
Fri	8	In	X	24	In		R			8	In	X	8	In		R		
		Out			Out						Out			Out				
Sat	R			24	In	X	R			R			R			R		
					Out	X												
Sun	R			24	In	X	R			R			R			R		
					Out	X												

X = Home to work journeys which may be claimed

FDS Stn O and ADO - Weeks 1 to 3  
Do and SDO - Weeks 1 to 6

ACO (Fire Safety & Technical)