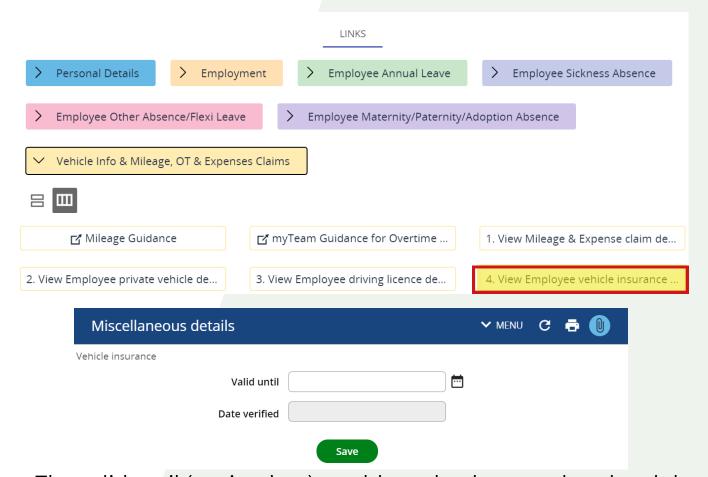
## INFORMATION GUIDE

Mileage & Excess Mileage

## Mileage

- The employee must attach a receipt unless it is an Electric Vehicle (EV).
- The manager must see sight of driving licence and insurance certificate to ensure suitable insurance is in place.
- Managers must check the accuracy of the miles claimed.

## How to record sight of insurance certificates



The valid until (expiry date) would need to be completed and the date verified is the date the manager has viewed the certificate.

