EV Charging & Mileage Reimbursement Policy

1. Purpose

This policy sets out the Company's approach to electric vehicle charging and business mileage reimbursement. It is intended to ensure that employees are treated fairly, expenses are controlled, and reimbursements are handled in line with HMRC guidance.

This policy replaces the Company's EV Charging & Mileage Reimbursement Policy dated 22 September 2025 after the receipt of new HMRC Simplification, Modernisation and Fairness Policy Paper which was published on the 23rd June 2026

2. Scope

This policy applies to all employees who use an electric vehicle in connection with their employment, including:

- employees using their own privately owned EV for authorised business travel;
- employees using a salary-sacrifice EV;
- employees using any other Company-provided EV;
- employees using workplace EV charging facilities; and
- employees using Company cards or public charging facilities in connection with business travel.

This policy applies to electric cars and vans. Plug-in hybrid, petrol and diesel company cars are dealt with under the Company's general expenses and company car procedures, using the applicable HMRC advisory fuel rates where relevant

3. Definitions

Term	Meaning
Private EV	An electric vehicle owned or leased personally by the employee and not provided by the Company or through the Company salary-sacrifice scheme.
Salary Sacrifice EV	An electric vehicle provided through the Company salary-sacrifice scheme. For business mileage purposes, it is treated as a company car.
Company Provided EV	An electric vehicle owned, leased, hired or otherwise provided by the Company.
Business Mileage	Mileage undertaken wholly, exclusively and necessarily for authorised business purposes, excluding ordinary commuting.
Ordinary Commuting	Travel between home and the employee's normal workplace, except where HMRC rules for temporary workplaces apply and the journey has been approved as business travel.
AMAP	Approved Mileage Allowance Payment rates for employees using their own vehicles for business travel.
AER	HMRC Advisory Electric Rate for fully electric company cars.

4. Workplace EV Charging

- The Company may provide EV charging facilities at or near the workplace.
- Workplace charging facilities are made available generally to employees, subject to availability, operational requirements and fair-use rules.
- Use of workplace charging facilities is not a contractual entitlement and may be varied, restricted, charged for, suspended or withdrawn by the Company.
- Employees must not leave vehicles connected longer than reasonably necessary and must move vehicles promptly when charging is complete.
- The Company may prioritise charging for business-critical use, visitors, pool vehicles or operational needs.
- Employees must only use approved charging points and must not use extension leads, adapters or unauthorised electrical connections.

Where HMRC's workplace charging exemption applies, no taxable benefit should arise from electricity provided through workplace charging facilities. This exemption does not apply to reimbursement of charging costs incurred away from the workplace.

5. Private Employee Owned EVs

Where an employee uses their own private EV for authorised business travel, the Company's standard position is to reimburse business mileage using HMRC Approved Mileage Allowance Payment rates for cars and vans.

For the 2026/27 tax year, the rates are:

- 55p per mile for the first 10,000 business miles in the tax year; and
- 25p per mile for each business mile over 10,000 in the tax year.

These rates apply to privately owned EVs in the same way as they apply to privately owned petrol, diesel or hybrid cars. They are intended to recognise the wider cost of using an employee owned vehicle for business, not simply the cost of electricity.

Employees using a private EV for business travel must ensure that the vehicle is roadworthy, taxed where applicable, has a valid MOT where required and is insured for business use. The Company may request evidence of insurance, MOT and driving licence status before accepting claims.

6. Salary Sacrifice EVs and other Company Provided EVs

A salary sacrifice EV is treated as a company car for mileage reimbursement purposes. Employees using a salary sacrifice EV or any other Company provided EV are not entitled to claim AMAP rates for business mileage.

Where an employee personally pays for electricity used for authorised business travel in a salary sacrifice EV or other Company Provided fully electric vehicle, the Company will reimburse business mileage using HMRC's Advisory Electric Rate applicable at the time of travel.

From 1 June 2026, HMRC's Advisory Electric Rates for fully electric company cars are:

- 7p per business mile where the vehicle is charged at home; and
- 15p per business mile where the vehicle is charged at a public charging point.

Employees must identify the charging source when submitting a claim. If the charging source is mixed or unclear, Finance may apply the home charging rate unless the employee provides evidence that public charging was necessary and personally paid for.

Where the Company has already paid for the electricity, including through workplace charging or a Company credit card, no additional reimbursement for that electricity is normally payable.

7. Public Charging and Company Cards

- Employees should use home or workplace charging where practical and cost-effective.
- Public charging should be used only where reasonably necessary for business travel or where pre-approved.
- Company cards, charge cards or fuel cards must not normally be used for charging a privately owned vehicle unless Finance has approved this in advance.
- Where the Company pays a public charging cost directly, the employee must submit the receipt and identify whether any private mileage was involved.
- Employees must not claim a mileage reimbursement for electricity that has already been paid for directly by the Company, unless Finance has expressly approved an alternative treatment.

Private mileage must not be charged to the Company unless expressly permitted under a separate company car, salary sacrifice or benefits arrangement. Any private charging paid by the Company may need to be reported or repaid depending on the circumstances.

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8. Business Mileage Claims

Business mileage must be authorised, reasonable and supported by accurate records. Claims must be submitted through the Company's normal expenses process and may be rejected or queried where information is incomplete.

Mileage logs must include:

- date of travel
- start and end locations
- business purpose of the journey
- miles travelled
- vehicle registration where requested
- whether the vehicle is private, salary sacrifice, or Company provided
- charging source for salary-sacrifice and Company-provided EV claims
- receipts or evidence where public charging, Company cards or VAT treatment is relevant.

Ordinary commuting between home and the employee's normal workplace is not business mileage and is not reimbursable. Travel to a temporary workplace may qualify as business mileage where this is consistent with HMRC rules and the journey has been authorised.

9. VAT, Payroll and Tax Treatment

Finance will determine the correct VAT, Payroll, PAYE and National Insurance treatment of reimbursements and charging costs. Employees must provide the information reasonably required to support that treatment.

Mileage payments must not be used to reimburse private travel. Any overpayment, duplicate reimbursement, private charging cost or unsupported claim may be corrected through payroll or expenses in accordance with Company procedures.

This policy is based on HMRC guidance current at the date of issue.

10. Fair Use and Misuse

- Employees must act honestly and reasonably when using workplace charging facilities or submitting mileage claims.
- Employees must not claim for journeys that were not business journeys, inflate mileage, claim twice for the same cost or use Company charging facilities or cards in a way that is inconsistent with this policy.
- The Company and/or our external auditors may audit mileage claims, charging records and Company card transactions at any time.

11. Review and Updates

This policy will be reviewed annually or sooner where HMRC guidance, HMRC rates, employment tax rules, the Company's salary sacrifice arrangements or the Company's operational requirements change.

The Company reserves the right to update this policy and the rates within it to remain compliant and commercially appropriate. Employees will be notified of material changes as soon as reasonably practical.

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Policy summary

Situation	Treatment	Current Rate	Key Control
Employee owned private EV used for authorised business travel	Approved Mileage Allowance Payment (AMAP)	55p per mile for the first 10,000 business miles; 25p per mile thereafter	Employee must hold business-use insurance and keep a mileage log
Salary sacrifice EV or other company provided EV	Advisory Electric Rate (AER) only; not AMAP	7p per mile for home charging; 15p per mile for public charging	Employee must identify charging source and business miles
Charging at workplace	Free workplace charging may be provided subject to fair use	No mileage payment simply because the vehicle was charged at work	Available generally to employees; subject to availability
Company card/public charging paid directly by Company	No additional reimbursement for electricity already paid by the Company	Nil additional mileage reimbursement for those charged miles, unless Finance approves otherwise	Receipts and approval required; private vehicles should not normally use Company charging cards
Ordinary commuting	Not business mileage	Not reimbursable	Home to normal workplace travel is excluded

Approved by:

Andrew Peace
Managing Director

Date: 25th June 2026

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Employee FAQ – EV Charging & Mileage Reimbursement

Can I charge my EV at work?

Yes, where a workplace charging point is available and use complies with the Company's fair-use rules. Workplace charging is not guaranteed and may be prioritised for business need.

Is workplace charging taxable?

HMRC provides an exemption where charging facilities and electricity are made available generally to employees at or near the workplace. This exemption does not cover reimbursing an employee for charging away from work.

What can I claim if I use my own private EV for business travel?

You may claim the Company's private car mileage rate. The Company's standard position is to reimburse private EV business mileage using HMRC AMAP rates, currently 55p per mile for the first 10,000 business miles in the tax year and 25p thereafter.

What can I claim if I use a salary sacrifice EV?

A salary sacrifice EV is treated as a company car for this purpose. You may claim the applicable HMRC Advisory Electric Rate for authorised business mileage where you personally paid for the charging electricity. AMAP rates do not apply.

What are the current Advisory Electric Rates?

From 1 June 2026, HMRC's rates for fully electric company cars are 7p per mile for home charging and 15p per mile for public charging. These rates may change and the Company will apply the rate in force at the time of travel.

What if I charge a salary-sacrifice EV at work?

If the Company has already paid for the electricity through workplace charging, no additional electricity mileage reimbursement is normally payable for those charged miles.

What if I use a Company card for public charging?

Company cards may only be used where authorised. If the Company pays the public charging cost directly, no additional reimbursement for that electricity is normally payable.

Do I need receipts?

You must keep mileage records for every claim. Public charging receipts may be required, especially where Finance needs evidence of the charging source, cost or VAT treatment.

Can I claim my commute?

No. Ordinary commuting between home and your normal workplace is not reimbursable.

What happens if HMRC rates change?

The Company may update the rates and procedures immediately to remain compliant. Employees will be notified of material changes.

HMRC and GOV.UK references

This policy has been drafted using GOV.UK and HMRC guidance available at the date of issue. Finance should re-check the current HMRC rates before each annual review and whenever HMRC announces a change.

- Travel — mileage and fuel rates and allowances
- Advisory fuel rates
- Expenses and benefits: business travel mileage for employees' own vehicles
- Workplace charging for all-electric and plug-in hybrid vehicles
- Company cars and fuel: what's exempt

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