

Travel and Subsistence Policy (Adopted as JNCT 1.6)

Human Resources
August 2026

RESPECTFUL



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Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1	01/01/18	New Policy Template	A Kennedy	May 2018
2	23/08/18	Links inserted to new Fleet Policy and Drivers Handbook	L Boyd	December 2018
3	26/02/19	Links inserted to updated forms and guidance	L Boyd	February 2020
4	28/07/22	Inserted reference to Agile, Hybrid and Home Workers within Paragraph 3 (Work Locations)	N Cecconi	July 2023
4	28/07/22	AA Planner replaced with Google Maps for all employees except those using the CM2000 system	N Cecconi	July 2023
5	February 2025	Update to Mileage rates for lease cars	L Boyd	Feb 2026
6	Sept 2025	Update to Advisory Fuel Rates for Home Charging and Public Charging for lease cars	L Boyd	Apr 2026
7	Aug 2026	Update to HMRC approved Mileage rate to 55p per mile	L Boyd	Apr 2027

Section 1 – Travel

1. General

The purpose of the travel scheme is to reimburse employees for receipted expenditure reasonably incurred whilst undertaking official duties as part of their employment with South Ayrshire Council. Employees are expected to adopt a reasonable and responsible approach when submitting claims for travel expenses.

In the interests of economy and sustainability, public transport or shared car arrangements should be used whenever possible.

In particular, it is expected that for journeys outwith South Ayrshire Council boundaries, public transport will be used. However, a Director or delegated officer may authorise journeys by car outwith South Ayrshire Council boundaries but within the UK, where this represents best value for the Council, taking into consideration journey distance, travel time, the cost of mileage, parking and toll fees compared to public transport costs.

Any expenses which exceed the criteria as set out within the policy must be authorised in advance and approved by the appropriate Director.

Overseas visits must be authorised by the Chief Executive. For the purposes of this Scheme, Northern Ireland and the Republic of Ireland are not deemed to be “overseas”.

All Council employees who are required to drive for business purposes will be required to submit their driving licence and insurance documents on request on an annual basis. Insurance documentation must include cover for business travel. For further information, please refer to [Fleet Management - Home](#).

2. Processing Business Travel Claims

2.1 Authorisation

Payments will relate to expenses actually and necessarily incurred by the employee whilst undertaking official duties. Accordingly, before authorising payments, managers must be satisfied that the journey was necessary and that the mode of travel was appropriate. In particular, managers must consider the most cost effective method of conducting official duties and should consider alternative options where possible e.g. telephone, video conferencing, MS Teams etc.

Line managers should consider each case carefully, especially taking into account whether car sharing or public transport can be used. Car Sharing or the use of public transport should only be discounted where this can be justified in terms of the “most efficient and economic” test contained within the Council’s Service Travel Plan *‘Principles and Hierarchy* within the Fleet Travel and Transport Policy:

[Fleet T and T Policy 23.05.2024.pdf](#)

Travel and Subsistence Claim authorisers, are responsible for checking travel and subsistence claims comply with this policy and that the necessary receipts have been provided to accompany the claim being made. In addition, approvers must check home to work mileage has been deducted where required, the correct mileage rate is being

claimed for type of vehicle being used (**please refer to section 4**), and that any subsistence claims meet with criteria detailed in the Subsistence section 2 of this policy.

Please note, if management determine that public transport is to be used and an employee opts to use their own car, then no reimbursement can be claimed.

The appropriate Director or nominated Senior Officer must certify that the journeys were authorised, the expenditure was actually and necessarily incurred in accordance with the provisions of this Scheme and that the claim is approved for payment.

2.2 Claiming

- a) All claims for business travel must be made and authorised via Oracle FUSION. Guidance on how to make a claim and how to authorise is available here [Oracle Fusion Quick Reference Guides - The Core](#). Mileage claims are processed by the Council's Procurement team and will be reimbursed to the employee normally within 3 business days of the expense claim being approved by a manager. Employee's can track the progress of a claim once it has been submitted, please refer to the quick reference guide detailed above.
- b) Where public transport has been used, all receipts covering the journey being claimed must be uploaded along with the claim form;
- c) Mileage claims for **petrol/diesel** and **non-chargeable hybrid vehicles** (both personally owned and NHS car lease Fleet Solutions cars), must be submitted with a VAT receipt for fuel which must be dated prior to the date of the first journey for which mileage is being claimed and be of a sufficient value to cover the journey being claimed.

A VAT fuel receipt will not be required for fully electric personally owned vehicles.

For **NHS Fleet solutions electric vehicles**, employees must submit a proof of charge receipt for cars charged at a public charging point in order to claim the higher rate (this could be a screenshot from an app or screenshot of total cost of charging session displayed at the charging point, showing the ID number/location of the charging station). **Mileage rates that can be claimed are detailed in section 4.**

- d) Failure to fully complete the claim form and upload the required receipt(s) will result in the claim being rejected;
- e) All claims must be submitted timeously, on at least a monthly basis and no later than 3 months after the journey has been completed. Claims submitted outwith these timescales will not be processed or paid. Claims applicable to a financial year must be submitted within 1 month after 31 March in that year; If you are leaving the Council's employment, please ensure your final expense claim is submitted prior to leaving. If your claim is received after your termination date, your expenses will not be paid.
- f) Before each claim is submitted, the overall total should be rounded to the nearest whole mile figure. In terms of rounding, 0.5 and above should be rounded to the next highest whole mile and 0.4 and below to the nearest lowest whole mile. This rounding should be undertaken per claim form and not per journey. Line managers

are responsible for satisfying these requirements have been met before approving the claim for payment;

- g) Where a claim is in excess of the standard mileage amount, (See Appendix A – Standard Mileage Chart), the employee should provide an explanation as to the reasons for this to their line manager who, by authorising the claim will be approving the additional mileage.

3. Work Locations

3.1 Normal Working Location

The normal working location will be a recognised Council establishment, such as an office, depot or other establishment that is regarded as the employee's base. With the exception of area/cluster based employees (see section (b) below), **the normal working location** will be the base from where travel expenses will be calculated.

For the purposes of this scheme:

- a) Each employee will have their designated work location included in their contract of employment, including employees who have been identified as Hybrid, Agile and Home workers. Please refer to [Remote Working - Health, Safety and Wellbeing - The Core](#) for more information.
- b) For certain categories of employee, i.e. those who have no normal working location or who work in various work locations, i.e. serving a number of locations within a given area, the identification of "normal working location" requires to be dealt with specifically, please see either 3.4 or 3.5 below after considering the geographical and operational area and its related service requirements.

3.2 Home

For the purpose of this Scheme, "Home" means the employee's recognised usual place of residence or place of residence for the time being. This is the address held on an employee's FUSION record and each employee is responsible for ensuring that their personal details are correct.

3.3 Hybrid, Agile and Home Workers

Employees designated as hybrid, agile and home workers, may be required to travel to their normal work location for events such as meetings, to access equipment/systems or to undertake training. The costs of travel during the initial travel from home to their normal work location and final travel from that location to home will not be eligible for travelling expense claims as these journeys are regarded as the employee's "commute" to work. Other travel expense claims from a work location for essential business journeys taken throughout the duration of a working day, should be made in accordance with this policy.

For Hybrid and Agile employees who are required to do site visits throughout their working day, Line Managers should ensure that visits are scheduled during in-office days so that any journeys carried out throughout the working day, with the exception of the commute to and from the office, are claimable and there is no detriment. Moreover, if site visits are required during home working days, only the excess mileage is claimable. For example, if the employee is required to travel 30 miles from their home to a site but the journey from home to the office is 10 miles, they can still claim the excess (20 miles).

3.4 Cluster/Area Based Employees with an administrative base for mileage claims

The appropriate Director or nominated senior officer will determine the normal working location of cluster or area-based employees. This will be following careful consideration of the geographical and operational area and its related service requirements.

Allocated bases and work locations should be used as the starting point when calculating normal business mileage claims.

The base/work location must be used as a place of work on a regular basis and not merely for the calculation of mileage, otherwise paragraph 3.5 below applies.

Expenses incurred during the initial travel (from home to normal work location) and final travel (from normal work location to home) is non-claimable.

3.5 Employees working across a number of locations – no administrative base for mileage claims

There are a number of employee roles where the employee is not attached to a particular base but can be deployed across a number of working locations as part of their normal working pattern, to which they are directed by the employer e.g. Home Carers, Music Instructors, etc.) The duration of the deployment at a particular location may vary for example, between half a day and a school term (or shorter/longer).

Expenses incurred during the initial travel (from home to workplace) and final travel (from workplace to home) is non-claimable as this is regarded as the employee's "commute to work". The workplace will be defined as the first work location of the day and the last work location of the day.

However, any expenditure incurred for journeys taken throughout the duration of a working day from the first work location of the day to the last work location of the day can be claimed as normal.

4. Travel Expenses

4.1 Mileage

Employees claiming mileage for business travel should refer to the standard mileage charts at Appendix A. Mileages for journeys not included in the standard mileage charts should be calculated using Google Maps, except for employees using different systems with an inbuilt mileage calculator, for example, CM2000.

Where employees are undertaking several local journeys, and where it would not be appropriate to use Google Maps (e.g. visiting a series of client's houses, employees) should record accurate mileage using the vehicle's milometer.

- Mileage Rates for personally owned vehicles are detailed in section 4.2 below.
- Mileage Rates for NHS Fleet Solution lease company cars are detailed in section 4.3 below.

4.2 Mileage Rates – Personally Owned Vehicles

- 4.2.1** Current rates claimable for personally owned vehicles are in line with the HMRC Business Travel approved mileage rates:

Method Used	Mileage	Rate
Car	Up to and including 10,000 business miles in tax year	£0.55
Car	Over 10,000 business miles in tax year	£0.25
Motorcycle	Per mile (all mileage)	£0.24
Cycle	Per mile (all mileage)	£0.20
Public Transport	Per mile	£0.223

- 4.2.2** The payment of £0.55 per mile applies to authorised car journeys entirely within Ayrshire Council boundaries (East, North and South). Expenses for authorised car journeys that involve travel outwith Ayrshire Council boundaries will be paid at the **Public Transport rate of £0.223 for the entire journey.**
- 4.2.3** Mileage claims for **petrol/diesel/hybrid non-chargeable vehicles**, must be submitted with a fuel VAT receipt which must be dated prior to the date of the first journey for which mileage is being claimed and be of a sufficient value to cover the business journey being reimbursed, or the claim may not be paid. Fuel VAT receipts are required to allow the Council to recover VAT on mileage payments.
- 4.2.4** **Personally Owned Electric** and **chargeable hybrid cars** – for the purposes of mileage claims, mileage limits and business travel within and outwith Ayrshire Council boundaries, personally owned electric and chargeable hybrid vehicles are treated in the same way as petrol and diesel cars and the same rates of reimbursement apply as in 4.2.1 and 4.2.2 above. A fuel VAT receipt is not required.

4.3 Mileage Rates – NHS Fleet Solutions Lease Cars

- 4.3.1** Mileage rates for business travel will be reimbursed in line with HMRC Advisory Fuel Rates for the type of vehicles and engine size. These rates are reviewed quarterly on
- 1 March
 - 1 June
 - 1 September
 - 1 December

The rates can be referred to here [Advisory fuel rates - GOV.UK](#)

Employees and managers should check the rates to ensure the correct amount is being claimed and approved.

- 4.3.2** The appropriate Advisory Fuel rate (according to the engine type and size) applies to authorised car journeys entirely within Ayrshire Council boundaries (East, North and South). Expenses for authorised car journeys that involve travel outwith the Ayrshire Council boundaries will be paid either at the appropriate Advisory Fuel rate **OR** the public transport rate of £0.223 (whichever is lower) for the entire journey. A fuel receipt will be required for non-chargeable hybrid vehicles. For electric vehicles charged at a public charging point, we will require proof of charge in order for an employee to claim the higher rate (this could be a screenshot from an app or

screenshot of total cost of charging session displayed at the charging point showing the ID number/location of the charging station, example below). If an electric vehicle is charged at home, no receipt is required.

Sample Charging point receipt:

📅	15.12.2024 Session date
💰	£2.86 Total cost
⚡	17.87 kWh Total session energy
🏠	50465 CPID
🔌	TYPE 2 MENNEKES Connector type
🕒	15:20 - 18:01 Session length
📍	Livingston Designer Outlet, Almondvale Avenue, Livingston Site details
🏢	ChargePlace Scotland Provider
📄	16p/kWh. Minimum fee £1.00. An overstay fee of £10.00 applies after 4 hours. Tariff

- 4.3.3** The Advisory Fuel rates do not change based on the number of business miles undertaken, i.e., the rates claimable will not change when business mileage claims reach in excess of 10,000 miles in a tax year.

4.4 Public Transport

- 4.4.1** Where public transport has been used, all receipts covering the journey being claimed must be uploaded to FUSION with the expense claim.

Travel by rail, air, bus or ferry shall be receipted at the cheapest available rate at the time of travel. Reference should be made to the Council's Service Travel Plan 'Principles and Hierarchy' [Fleet T and T Policy 23.05.2024.pdf](#)

- 4.4.2** Where a Director or delegated officer has authorised a journey by public transport outwith South Ayrshire Council boundaries and the employee opts to use their own car, they will not be eligible to submit a mileage claim for the journey.

4.5 Motorcycle/Cycle Allowance

Employees authorised to use their own motorcycle or cycle for official business travel shall be entitled to allowances as detailed 4.2.1 above.

4.6 Passenger Rate

The passenger rate of 0.05p per passenger per business mile, aims to encourage employees to share work related car journeys. This rate is applicable to both personally owned and leased petrol/diesel, electric and hybrid cars. The rate is applicable **only to fellow employees** who are passengers for business travel purposes (this will not include service users, clients, visitors, pupils etc). Managers should consider each case carefully especially taking account whether car sharing or public transport can be used.

4.7 Taxi or Hired Car Travel

Where a Director or delegated officer authorises and employee to travel by taxi or hired car, the actual receipted expenditure incurred shall be reimbursed. Travel must be justified in terms of the “most efficient and economic” test contained within the Council’s Service Travel Plan Sustainable Travel Hierarchy in Appendix 1 within the Fleet Travel and Transport Policy: [Fleet T and T Policy 23.05.2024.pdf](#)

4.8 Bridge Tolls, Ferry Charges, Parking Fees

An employee who is authorised to travel by their own car may claim for bridge tolls and receipted ferry charges and for receipted parking fees actually incurred because the car is used on official business. Bridge tolls do not require to be receipted.

4.9 Penalties/Fines

Reimbursement will not extend to driving or parking fines incurred by an employee on Council business.

4.10 Travel Bookings

All travel bookings should be arranged taking cognisance of the most economic method of travel, best value and efficiency.

All business travel must be agreed with your Director or Head of Service prior to booking, except travel outwith the UK which must be approved by the Chief Executive.

4.11 Subsistence Claims - for subsistence rates, please refer to Section 2.2, page 12 below.

5. Hours Worked Outwith Normal Working Day

5.1 Emergency Call Out

An employee who is called out or is required, whether or not on standby, by management to report outwith normal working hours in an emergency situation, may claim any expenditure incurred in travelling from home to the normal working location or alternative location as the case may be, and in returning home if the return journey is made outwith normal working hours. In these circumstances, the payment of £0.45 per mile will apply to both journeys only for personally owned vehicles. For NHS Fleet Solutions Lease cars, the applicable advisory fuel rates will apply to both journeys.

5.2 Overtime

For contractual/casual overtime at a normal working location, travelling expenses will not be paid. If such overtime is worked at an alternative location that is further than the employee’s home to normal working location, then **only excess** travel incurred may be claimed at the appropriate rate for the type of vehicle being used, please refer to either the rates in 4.2.1 or 4.2.2 above or the Advisory Fuel rates in 4.3.1.

6. Permanent Change to Normal Work Location – Claim for Excess Travel

- 6.1** Where an employee's normal work location is changed due to a compulsory transfer, redeployment as a result of a management re-structure / service redesign, they may be able to claim excess travelling expenses for a maximum period of 1 year from the date of transfer to the new work location. This will apply where the difference in the daily distance of the return journey exceeds 4 miles. Where this is the case, the total excess miles should be claimed. Forms for claiming excess travel are available from: HR-PolicyOperations@south-ayrshire.gov.uk and will be reimbursed through **Payroll at normal pay periods**.
- 6.2** Excess travel will not apply where an employee is appointed to a new / promoted post at a different work location.
- 6.3** The amount of excess travel payable will be the difference between a) the cost of travelling from home to the new work location and b) the cost of travelling from home to the previous work location
- 6.4** Reimbursement will be either:
- a) Expenditure actually incurred, based on the public transport costs i.e. economy class train/bus fares by the most economic fare; or where an employee uses a personally owned car, mileage will be calculated at the public transport rate of 0.223 p per mile or for lease cars through Fleet Solutions, they will be reimbursed at the appropriate advisory fuel rate for the type of lease car being used.
 - b) Where an employee uses another mode of transport, i.e. motorcycle, or bicycle, reimbursement will be either the HMRC Business Travel rate (as detailed in 4.2.1 above) or the public transport rate, whichever is lower.
- 6.5** Where a transfer is for a period of less than 24 months, this expense will be reimbursed free of tax. Where a transfer is permanent or for a period of more than 24 months, the expense will be taxable from the date of transfer.
- 6.6** Employees are required to notify their Director or nominated senior officer of any changes in circumstances relevant to the claim e.g. an increase in bus fare; or house move. In such circumstances the payment will be recalculated.
- If an employee is promoted or voluntarily moves job during the 1 year period the payment of excess travelling expenses will cease.
- 6.7** Claims should be submitted for approval to the Director or nominated senior officer on the appropriate forms within 4 weeks of the employee starting at their new work location or any change in circumstances.
- Expenses will be calculated on an annual basis and paid with the normal salary. A deduction of 12.5% in respect of holidays is made for employees who work 52 weeks of the year. Term time employees will have their expenses pro-rated over 39 weeks per year in accordance with the school year.
- 6.8** Payment of excess travel will be suspended if employees are absent from work for longer than a 4 week period (except during the summer holiday period where applicable) and will resume on their return. The Director or nominated senior

officer can take specific circumstances into account – for example where a season ticket has been purchased. It is the employee's manager who must notify payroll if an employee is absent for longer than a 4 week period to ensure the suspension of expenses, until the employee returns.

The 1 year maximum claim period, will not be extended unless the absence is related to the employee's pregnancy in which case the 1 year period will be extended by the length of the period of pregnancy related absence.

7. Temporary Change to Normal Working Location

7.1 Transfers for a period of up to 4 weeks

Employees who are transferred to an alternative location for a period of up to 4 weeks, may claim travelling expenses in excess of that which would have normally been incurred in travelling from home to normal working location, or vice versa.

For example, if travel from home to normal work location was 20 miles and travel to alternative location was 30 miles; only 10 miles could be claimed. Alternatively, if travel from home to normal working location and return is 10 miles and home to alternative location and return is 8 miles excess mileage may not be claimed as none was actually incurred.

This payment is not taxable and mileage can be claimed at the rates detailed in 4.2 and 4.3 above depending on the vehicle type.

7.2 Transfers for a period of 4 weeks or more

For transfers of 4 weeks or more the Excess Travel Scheme will apply on the same basis as a permanent change to a work location, as detailed in section 6.

If at the date of transfer, the transfer is expected to last for a period of less than 24 months, the payment will be free of tax. However, if at a later date, circumstances change and the expectation is that the transfer is likely to extend beyond 24 months the payment will be subject to tax from the date the expectation changed.

If the transfer is likely to last for more than 24 months, the expenses will be taxable from the date of transfer. If the transfer in fact lasts for less than 24 months the expenses received will still be taxable.

8. Start or Finish of Work at Another Location (not normal work location)

8.1 During working hours, where an employee is authorised to start and/or finish at a work location, other than their normal work location, they may only claim travelling expenses **in excess** of that which would have normally been incurred in travelling from home to the normal work location or vice versa.

Therefore, an employee who starts work at a location, other than their normal one, will be able to claim the total mileage covered between leaving home and arriving at the workplace less normal home to work mileage.

The same applies to an employee who finishes at a work location, other than their normal one. The total mileage covered between leaving the workplace and arriving home will be calculated and the mileage claimable will be that figure less normal work to home mileage. In both cases the payment is not taxable.

EXAMPLE:

‘Normal Journey’

- Home to Work – County Buildings
- Distance One way – 15 miles
- Distance Round Trip – 30 miles

I am attending a meeting in Girvan for the full day – what do I claim?

Using the above ‘normal journey’

Home to Girvan – return journey	= 90 miles
Normal Journey	= 30 miles
Total Mileage Travelled	= <u>90 miles</u>
Mileage Claimable	= 60 miles (90 miles – 30 miles)

Section 2 – Subsistence

1. General

The purpose of the subsistence allowance scheme is to reimburse employees for additional expenditure reasonably incurred whilst undertaking official duties as part of their employment with the Council and will only apply when an employee is required to be away from their home overnight on Council business.

2. Allowances

- 2.1 Where accommodation has been fully arranged and paid on behalf of an employee the following maximum subsistence allowances may be paid, subject to the production of receipts:

Meal	Maximum Allowance
Breakfast	£6.00
Lunch	£8.00
Tea	£3.00
Evening Meal	£9.00

- 2.2 Where accommodation has not been fully arranged and paid on behalf of an employee, receipted expenditure for overnight accommodation and expenses for up to a 24 hour period will be paid up to the following limits:

Overnight	Maximum Allowance
Outwith London	£83.00 (receipt required)
London	£95.00 (receipt required)
Friends/Relatives	£25.00 (no receipts necessary)
Personal incidental expenses	£5.00 per night (no receipts necessary)
*includes all costs during the 24 hour period including breakfast, lunch, tea and evening meal	

- 2.3 Any expenditure over and above the subsistence rates detailed above must be authorised by the appropriate Director.

APPENDIX A

STANDARD MILEAGE CHART 1

		COUNTY BUILDINGS	TOWN HALL	CITADEL	WALKER ROAD	BELLEISLE GOLF	CREMATORIUM	LAND O' BURNS
		1	2	3	4	5	6	7
1	COUNTY BUILDINGS	-	-	-	-	2	2.5	3
2	TOWN HALL	-	-	-	-	2.5	3	3.5
3	CITADEL	-	-	-	2	2.5	3.5	3.5
4	WALKER ROAD	-	-	2	-	3	3	4
5	BELLEISLE GOLF	2	2.5	2.5	3	-	3.5	-
6	CREMATORIUM	2.5	3	3.5	3	3.5	-	4
7	LAND O' BURNS	3	3.5	3.5	4	-	4	-

STANDARD MILEAGE CHART 2

		AYR	PRESTWICK	TROON	LOANS	MAYBOLE	KIRKMICHAEL	KIRKOSWALD	COYLTON	ANNBANK	TARBOLTON	MOSSBLOWN	GIRVAN
		1	2	3	4	5	6	7	8	9	10	11	12
1	AYR		3	8	7	9	14	13	5	6	9	5	21
2	PRESTWICK	3		5	4	12	17	16	7	6	8.5	5	24
3	TROON	8	5		2	18	23.5	22.5	13	9	11	8	30
4	LOANS	7	4	2		17	21	20	11	8	9	7	29
5	MAYBOLE	9	12	18	17		4.5	3.5	12	13	16	13	12
6	KIRKMICHAEL	14	17	23.5	21	4.5		8	19	21	22	19	15
7	KIRKOSWALD	13	16	22.5	20	3.5	8		18	20	21	18	8
8	COYLTON	5	7	13	11	12	19	18		4	7	5	24
9	ANNBANK	6	6	9	8	13	21	20	4		3	-	24.5
10	TARBOLTON	9	8.5	11	9	16	22	21	7	3		3	28
11	MOSSBLOWN	5	5	8	7	13	19	18	5	-	3		24.5
12	GIRVAN	21	24	30	29	12	15	8	24	24.5	28	24.5	

Note:

- The Ayr Complex includes County Buildings, Town Hall, Wellington Square Offices, Riverside House, River Terrace, Bath Place, McAdam House, Grain Exchange, Wallace Tower, Kyle Street
- The Prestwick Complex includes Prestwick Area Office (2/6 The Cross)
- The Troon Complex includes Troon Town Hall/Municipal Building and Walker Hall
- The Girvan Complex includes Girvan Area Office (Knockcushan St.)
- The Maybole Complex includes Maybole Area Office (64/66 High St.)

STANDARD MILEAGE CHART 3

		AYR	MAUCHLINE	AUCHINLECK	CUMNOCK	KILMARNOCK	GLASGOW	COSLA
1	AYR		11.5	15	16	16	37	83
2	MAUCHLINE	11.5		6	7	8	30	77
3	AUCHINLECK	15	6		2	15	35	68
4	CUMNOCK	16	7	2		16	37	62
5	KILMARNOCK	16	8	15	16		23.5	67
6	GLASGOW	37	30	35	37	23.5		46
7	COSLA (Edinburgh)	83	77	68	62	67	46	

For any journeys not detailed within Standard Mileage Chart 1, 2 or 3, employees should refer to Google Maps, except for employees using different systems with an inbuilt mileage calculator, for example, CM2000.