

AYR AND KILMARNOCK ACTIVE TRAVEL  
HUBS PRESENT A SERIES OF

# WORKPLACE WEBINARS

Helping Your Workplace to Promote Active Travel

## HOW TO SET UP BICYCLE MILEAGE





## WHAT IS BICYCLE MILEAGE?

Using a bike for short work journeys is a convenient way of fitting exercise into the working day while also helping to ease congestion, boost economy and help the environment. Because of this, the Government has introduced a range of cycle-friendly tax incentives for employers and employees. One of these is Bicycle Mileage.

Employees who use their own bike for work (i.e. for cycling on business, not to and from work) are entitled to 20p per mile, tax-free.



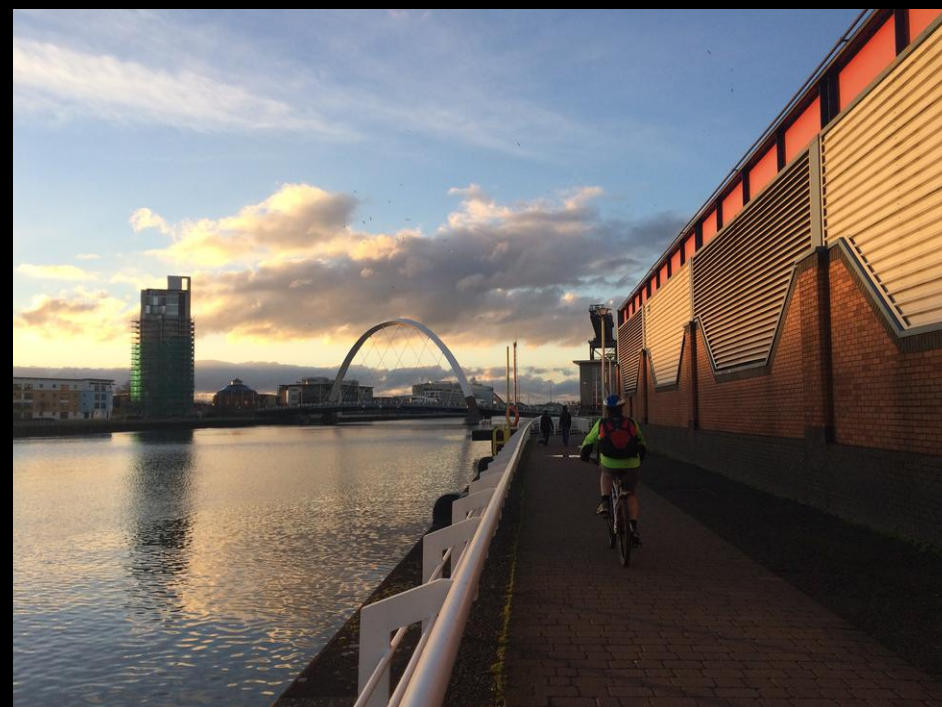
## WHAT ARE THE BENEFITS TO YOUR WORKPLACE?

The benefits of supporting cycling and bike mileage at work are;

- ENVIRONMENTAL - reduction of harmful carbon emissions improving the organisations carbon footprint
- STAFF WELL-BEING - cycling even short distances can improve physical and mental health
- TIME SAVING - often cycling short distances is quicker than driving, taking public transport, or walking
- WORK CULTURE - encourage a workplace cycling culture and enhanced corporate social responsibility
- CYCLING FRIENDLY EMPLOYER AWARD- If you are trying to achieve the Cycling Friendly Employer Award through Cycling Scotland then Bicycle Mileage is one of the essential criteria.



## EAST AYRSHIRE COUNCIL- CASE STUDY



"I suppose it wasn't until I was going for the cycle friendly employer award that I even thought of Bike Mileage... Then it was a case of putting the proposal to HR to update our policy and get it through cabinet. We worked in partnership with Cycling Scotland and The Active Travel Hub to complete forms and processes. We already had the Healthy Working Lives gold award and a cycle to work scheme in place – I'm not sure how hard it would be for other organisations to get the mileage if they don't have those foundations."

### Top tips:

- Well-being in all its forms is a critical addition for all employees, especially during these challenging times and even more critical moving forward
- Active travel, cycle to work scheme and bike mileage make good business sense
- If they pay mileage for business car use, it should be automatic for business bike use – there is no difference in mode of transport – see government websites!
- When you first raise the idea, many will think it's a strange request and not required – don't give up!

Jane Mckie- Health and safety- East Ayrshire Council



# BICYCLE MILEAGE

## HOW TO SET UP BICYCLE MILEAGE

1. Put a proposal together for the benefits of Bike mileage at your work. Contact Cycling Scotland or the Active Travel Hubs for support with this.
2. Get the green light from management staff at work
3. Put a proposal to HR to update workplace policy on bike mileage
4. HR to complete relevant forms and processes. Find out more at Gov website
5. Once this has been processed- shout about it and let employees know they can claim bike mileage!





## FURTHER RESOURCES AND SUPPORT

- Way to work website- Helping you to promote active and sustainable travel in your workplace  
<https://www.waytoworkscot.org/>
- If you want to know more about the Cycle Friendly Employee Award watch our other Workplace Webinar
- Active Travel Hubs- We are here to support active travel within workplaces. For information, support or advice please contact the Kilmarnock Active travel Hub at: [info@activetravelhubkilmarnock.org](mailto:info@activetravelhubkilmarnock.org) or the Ayr Active Travel Hub at: [activetravelhubayr@gmail.com](mailto:activetravelhubayr@gmail.com)