



Travel Expenses/Mileage Claim.

Procedure for Student Social Workers placed within MCC Adult Social Care.

So that Social Work Placement Students can claim expenses they will need to be set up on SAP as individual vendors. Expenses should be paid from the teams Travel Budget (via Cost Centre) and is linked to supporting the Team with its Core Business. Mileage should be paid at the casual rate; public transport journeys and other associated expenses should also be reimbursable.

Step 1 - Vendor Create

Firstly, the Student should fill a vendor create form - [Vendors - MCC Intranet \(manchester.gov.uk, Non commercial\)](#)

The Form and bank account evidence (to corroborate the account details – a bank statement would be enough) should be forwarded to Rachel Daike (Social Work Consultant) for confirmation of placement and identity.

Rachel will then forward to Finance department for approval.

Following approval by Finance, the new vendor create form and the bank statement will be emailed to sscdatamanagement@manchester.gov.uk by Finance.

The Vendor Create Team will then email Finance and the student their vendor number – this number must be quoted on all claims.

Step 2 - Completing your claim

Mileage

- Students will maintain a record of their mileage for each journey they have made whilst on Team Business.
- The Student needs to photocopy the claim for their records and ensure that the Team Manager gives approval.
- Mileage will be paid at the Casual Users Rate;
 - 451-999cc – 48.9p per mile *
 - 1000cc and Over – 54.4p per mile *
- Please note claims should not include journeys between home and place of work and vice-versa.
- It is essential that Students are insured for business use and have a valid MOT Certificate. The line manager should check this is the case before signing off any mileage claims. Those who are not insured for business use cannot make a mileage claim.

Travel/Parking/Misc



- Students will need to claim for individual journeys, when using public transport. Daily/weekly travel passes may not be submitted. Journeys between home and place of work and vice-versa should not be included.
- Claims for taxi fares may not be submitted.
- Car Parking receipts should have a date and time. Car parking receipts without this detail cannot be submitted.
- Complete Unsupporting (FV60) expense Claim Form – see below
- Photocopy receipts and claim form, for your records and seek Team manager approval.

Step 3 - What happens now?

Once the student has been set up as a vendor;

- Fill in the unsupported payment form in full, making sure the vendor number and the cost centre number are correct. Form can be accessed via MCC intranet link – [Access to FV60 claim form](#)
- In "Invoice Ref" box insert "Student Mileage" and ensure date is on the claim form.
- In the "description field" insert "Mileage Claim for the period from dd/mm/yy to dd/mm/yy"
- You do not need to complete Section 2.
- Attach the completed unsupported payment form (FV60), the original expenses claim document and receipts to an email.
- Send the email to **purchaseledger@manchester.gov.uk** and the payment should go out within a week.
- Ensure you copy the Team Manager and Practice Educator into your email.

Note: All documents can be found on APPP (Adults Practice and Policy Portal).

*** Mileage rate – effective as of 1st April 2025.**