Business Bicycle Use
for Lancaster University Staff

Before you are eligible to claim bicycle mileage you must read, understand and sign this form. Please return to Accounts Payable, Resources and Finance.

The benefits of cycling for University business travel

Lancaster University is committed to reducing the negative environmental impacts of travel, delivering a package of improvements for staff, students and visitors through its Travel Plan. This policy incorporates journeys made for business during the working day as well as commuter journeys between home and work. Already more than 13% of University staff cycle to work as their main mode of travel (2007).

The use of bicycles for business travel is encouraged, when appropriate, for several reasons. Cycling is of benefit to the employee, the University and the environment:

• Cycling is healthy and beneficial for the rider, both physically and mentally;
• Cycling helps the University to reduce its carbon footprint on the environment;
• Cycling helps the University to reduce its expenses on business travel;
• Cycling helps reduce road congestion;
• Parking a bicycle is often easier than parking a vehicle;
• Cycling is a fun and active way to travel compared to travelling by car or public transport.

However, as with other business travel methods, some policy guidelines are in place for staff using a bicycle on University business and claiming bicycle mileage. These guidelines apply both to staff using their own private bicycle or one owned by the University. Where distinctions need to be drawn, these are noted.

Policy Guidelines for Business Bicycle Use and Declaration

1. Mileage allowance and claims procedure

1.1 A mileage rate of 20p/mile will apply for all journeys made by bicycle (This will ensure that any payment will be exempt from tax & NIC).

1.2 A limit of 25 miles for each return business cycle journey shall apply.

1.3 Distances should be estimated using the road/cycle network

1.4 Claimants should use the Business Expenses Claim Form (on the Finance website) to claim in the usual way. The information for the claim should be entered in the box entitled ‘Non-Car Travel Details’, including the number of miles for each journey made.

2. Insurance

2.1 If bicycles (whether University owned or not) are used on University business then the University may be liable for injury to the cyclist or injury to another party.

2.2 A claim following injury to a member of staff/student would fall under the University’s Employers' Liability insurance, which has a nil excess.

2.3 Third party injury/property damage would fall under the UMAL Public Liability cover, the excess is nil for injury, but £275 for property damage.

3. Health and Fitness
3.1 Cycling has many benefits for a person’s physical and mental health and helps to raise fitness levels, particularly if cycling regularly.

3.2 Staff wishing to use a bicycle on University business would usually have a reasonable level of fitness and able to ride a bicycle on the road network.

4. Cycle Safety

4.1 Cycling is a safe way to travel. However, cyclists are encouraged to read the following safety advice: [www.celebratingcycling.org/more_info.asp?current_id=158](http://www.celebratingcycling.org/more_info.asp?current_id=158)

4.2 Should cyclists wish to learn or refine their on-road skills then cycle skills training courses of varying levels are available through Pedal Power. Most cyclists would benefit from some cycle training. Free courses for staff are available on occasions at the University. For more information see the Training pages of the Celebrating Cycling website: [http://www.celebratingcycling.org/more_info.asp?current_id=115](http://www.celebratingcycling.org/more_info.asp?current_id=115)

4.3 Please note that the canal towpath is unlit and should not be used when dark. Cyclists must also have a permit to cycle on the canal towpath and should follow the safety recommendations of British Waterways. Permits are free and easily available from British Waterways: [http://www.waterscape.com/things-to-do/cycling/permit](http://www.waterscape.com/things-to-do/cycling/permit).

5. Equipment

5.1 When light or visibility is poor it is essential that both front and rear lights are used. The law states that a white light should be used at the front and a red light at the rear. The bicycle should also be fitted with front and rear reflectors.

5.2 Use of an appropriately fitted cycle helmet is strongly recommended for business cycle mileage claimants.

5.3 When parked, bicycles should be securely locked using an appropriate locking device.

5.4 Paperwork and other equipment can be carried in a rucksack strapped to your back, or better still, in a pannier fitted to a luggage rack. Items should not be left hanging from the handlebars.

6. Maintenance

6.1 Cyclists using their own bicycle for business travel must ensure that their cycle is properly maintained to a roadworthy condition. Leaflets on Basic Bike Maintenance are available from the travel stands in the Library or LUSU reception areas.

6.2 Cycle maintenance training courses of varying levels are available through Pedal Power. Free courses for staff are available on occasions at the University. For more information see the Training pages of the Celebrating Cycling website: [http://www.celebratingcycling.org/more_info.asp?current_id=115](http://www.celebratingcycling.org/more_info.asp?current_id=115)

7. Declaration

I confirm that I have read and agree to comply with the Policy Guidelines for Business Bicycle Use.

...................................................... Signature

......................................................Name ............................................. Date