



FUEL POLICY

Rationale

To ensure that staff members are appropriately and consistently allocated with enough fuel to cover the actual distance they are travelling in line with prevailing economic conditions at any given period.

Effective Date

This policy is with immediate effect from approval date and it is expected to be revised from time to time.

Policy Content

Fuel claims will be determined by mileage to be covered by the staff member to and from the intended destination. Allowance may be given for local running whilst in the field.

The total distance to be covered will be divided by a standard fuel usage of 9 km per litre to come up with the quantity of litres to be used for the trip. This will then be multiplied by current fuel price to arrive at the cost of fuel to be claimed by the staff member. A chart of standard distances will be circulated for use.

Approved by

Signature.....

Date.....

[Handwritten Signature]
11th MAY, 2017