**Staff Business Journeys by Own Cycle Declaration**

Before you are eligible to claim bicycle mileage you must read, understand and sign this form. Please return signed forms to HR Services, 2nd Floor, Simon Building, Brunswick St, Manchester, M13 9PL.

**Policy Guidelines for Business Bicycle Use and Declaration**

1. **Mileage allowance and claims procedure**
	1. A mileage rate of 20p/mile will apply for all journeys made by bicycle
	2. A limit of 25 miles for each return business bicycle journey shall apply
	3. Claims should be made via the University’s online expenses system
2. **Insurance**

2.1 The University does not provide insurance cover for bicycles that may be damaged, lost or stolen whilst used on University business.

2.2  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 or damage to the property of another party. A claim following injury to a member of staff would fall under the University’s Employers' Liability insurance. A claim by a student or other third party for injury and any claim for property damage would fall under the University’s Public Liability cover. Both insurance policies have a nil excess.

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 should have a reasonable level of fitness and be able to ride a bicycle on the road network.

4. **Cycle Safety**

4.1. Cycling is predominantly a safe way to travel. However, cyclists are encouraged to familiarise themselves with the Highway Code with regard to cycling:

[www.gov.uk/rules-for-cyclists-59-to-82](http://www.gov.uk/rules-for-cyclists-59-to-82)

4.2. All cyclists, however experienced, are encouraged to take up FREE cycle training which is on offer to all who live or work in Greater Manchester. There are various levels to suit all needs. Go to [www.tfgm.com/cycling](http://www.tfgm.com/cycling)

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**

Cyclists using their own bicycle for business travel must ensure that their cycle is properly maintained to a roadworthy condition.

**7. Declaration**

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

**………………………………………………. Signature**

**………………………………………………...Name**