

Mileage payment policy

Harrow Council works to support families of children and young people with Special Educational Needs and Disabilities by providing travel assistance in line with the Travel Assistance Policy. One of the ways that Harrow Council will provide travel assistance is by paying a mileage allowance to eligible families who drive their son or daughter to and from school/college.

A mileage allowance is paid at 45p per mile for each return journey.

To check if you are eligible please see the [Travel Assistance Policy](#) (2016).

Mileage allowance will be paid on a monthly basis. Mileage claims must be submitted by the 5th of the month for the previous month's journeys.

All payments will be processed on the 15th of the month.

Mileage claims received after the 5th of the month will not be processed until the next payment date.

The timetable for payments is:

Month being claimed	Submission deadline	Payment processed	Payment received
September 2018	5 th October 2018	15 th October 2018	28 th October 2018
October 2018	5 th November 2018	15 th November 2018	30 th November 2018
November 2018	5 th December 2018	15 th December 2018	31 st December 2018
December 2018	5 th January 2019	15 th January 2019	31 st January 2019
January 2019	5 th February 2019	15 th February 2019	28 th February 2019
February 2019	5 th March 2019	15 th March 2019	29 th March 2019
March 2019	5 th April 2019	15 th April 2019	30 th April 2019
April 2019	5 th May 2019	15 th May 2019	31 st May 2019
May 2019	5 th June 2019	17 th June 2019	28 th June 2019
June 2019	5 th July 2019	15 th July 2019	28 th July 2019
July 2019	5 th August 2019	15 th September 2019	30 th September 2019

In the event that the 15th is a non working day (such as a weekend or bank holiday) then the claim will be processed the next working day. If the 15th is during a school holiday, then claims will be delayed until the school has re-opened.

Payments will reach parents normally by the last working day of the month.

Important Notes

For each mileage claim, attendance is confirmed with the school and this can lead to delays whilst waiting for confirmation and for any discrepancies to be resolved.

At the beginning of each academic year, parents will need to confirm the bank account that they wish to for payments to be made into.

To apply for a mileage allowance under the travel assistance policy, you will need to complete and return the [Travel Assistance application form](#). Guidance for completing the form can be found [here](#).

If you have any queries please contact us using senttravelassistance@harrow.gov.uk