



## Declaration of Insurance for Non-Business Mileage

For students and others seeking pre-approved reimbursement of mileage costs from College for educational or research trips.

**If you are not employed by College in any capacity:**

Attach this declaration to the paper expense claim you complete

**If you are employed by College:**

Upload this declaration to your Agresso expense claim

You may also wish to review the [College's Advice on Driving on College Business](#)

Driver Declaration	
Surname:	Forenames:
Title: (Mr, Mrs, Miss, Ms)	Department:
<p>The following conditions apply to driving a privately owned vehicle for research or education purposes as a student and for which College will pay mileage rates.</p> <p>By signing this form you agree to these terms and conditions:</p> <ul style="list-style-type: none"><li>▪ I accept that whilst driving I have a duty of care towards other road users. I will drive with care and consideration and comply with all requirements of road traffic law.</li><li>▪ I accept that a privately owned vehicle must be appropriately insured and that it is my responsibility to maintain such insurance.</li><li>▪ I declare myself as medically fit to drive a vehicle.</li><li>▪ I will comply with the national driving drug and alcohol legislation. I will seek medical advice prior to taking medication that may affect my capability to drive.</li><li>▪ I hold and will maintain a valid current UK driving licence (or equivalent) that entitles me to drive the stated class of vehicle</li><li>▪ I am responsible for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle.</li></ul>	
Signed:	Date: