

Reimbursement for Car Parking Fees

The following guidance is for the reimbursement of car parking fees.

All employees will be reimbursed for parking fees incurred during days where the employee is required to use their vehicle for business visits. Car parking fees incurred when making a business visit will be reimbursed. This applies to parking fees incurred before and after a business visit.

Normal parking fees incurred by an employee parking at their normal place of work will not be reimbursed.

RingGO

RingGo is a service where you can pay your car parking by iPhone, text, online, or over the phone at specific sites. Employees making a claim for their car parking fees using this system will still require a VAT receipt. Receipts are available to download online through the employee's personal RingGO account. This form of payment for car parking incurs a 20p or 30p convenience charge.

The Council will only reimburse the cost for the car parking charge and not the convenience charge.

Car Parking Permits

Many employees travelling to their workplace hold personal car parking permits.

If an employee is expected to use their own vehicle for Council business, they may claim back the parking cost for the period of business use on receipt of a parking ticket.

If the employee parks in their designated parking permit space, they will be reimbursed for the daily rate of the permit. (eg an employee holding a parking permit will be reimbursed the daily rate which will be calculated in the following way:

Monthly Permit Ticket Value = £65.00
(eg month of May – Mon-Fri 5 day ticket = 22 working days available)
£65 divided by 22 = £2.95 daily parking rate

When submitting a claim, proof of parking permit will be required (ie car parking permit invoice).

Information relating to car parking tariffs can be found within [Perth Parking Guide](#) on our website.

Normal parking fees incurred by an employee parking at their normal place of work will not be reimbursed.