



**Travel and Expenses Policy
for Staff and Volunteers**

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Signed  *Date 06.05.2021*

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Signed  *Date 06.05.2021*

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Secretary, Seagate Trustees

Signed  *Date 06.05.2021*

Policy

1. GENERAL PRINCIPLES

The principle of this Policy is to ensure that staff & volunteers are reimbursed for all expenditure reasonably incurred in the performance of their duties. Claims for items not allowed under the policy will be rejected, unless specifically noted and authorised by line manager/activity leader. Travel should only be undertaken where it is necessary for the performance of an individual's duties.

2. PRIOR AUTHORISATION

All significant expenditure (over £100 in cost or over 50 miles in distance) should be approved in advance by the line manager/activity leader. Approval may be evidenced in writing or electronically. Alternatives to travel such as conference calls, video conferencing or online meetings should be considered, where appropriate.

3. HEALTH & SAFETY

The health and safety of staff & volunteers is of paramount importance to Seagate. While there is a requirement to undertake work-related travel in a cost-effective manner, all individuals are expected to be mindful at all times not to compromise their own health and safety and not to undertake unnecessary risks. Staff & volunteers should familiarise themselves with the Seagate Health & Safety Policy, available in the policy section of the Seagate Website.

4. GUIDELINES ON CLAIMING EXPENSES

- ✓ Staff & volunteers should submit expenses on a **monthly** basis approved by line manager/activity leader
- ✓ Receipts should be numbered and cross referenced to each line of the expenses claim
- ✓ Receipts should be an original copy and itemised i.e. not solely credit/debit card payment slips
- ✓ Expenditure should be annotated with any additional information that may be required for review such as the names of persons present at a meal and evidence of authorisation for a significant expense
- ✓ Expenses incorrectly filled out and/or with missing information/and or receipts may not be paid
- ✓ Expenses forms should be emailed to Trust Treasurer and copied to your line manager/activity leader for approval
- ✓ Expenses not approved by line manager/activity leader will not be paid until signed or approved by email
- ✓ Hard copies of your expense form plus receipts should then be delivered to Trust Treasurer at church or at home

Where a receipt is not available, full details of the expense should be included on the claim form. Seagate reserves the right to refuse reimbursement where valid receipts are not produced

If you have a problem with completing your expense claim, you should refer to the Trust Treasurer for assistance.

5. PAYMENT OF EXPENSES

- Expenses will usually be settled by funds transfer to the individual's bank account once a month;
- Expense claims submitted two months or later from the date on which the original expense was incurred, may not be paid, unless under exceptional circumstances.

6. VEHICLE EXPENSES

Individuals who use their own vehicle for church purposes (excluding commuting to/from their normal place of employment) may be reimbursed for mileage at the applicable rate as set out by HMRC. These rates are based on the mileage claimed in any one tax year starting on 6th April and ending on 5th April the following year.

The approved amount that you can claim each tax year is calculated by multiplying the travel miles by the applicable rate per mile for the kind of vehicle being used. This is currently 45p per mile up to 10,000 miles in any tax year, and 25p per mile thereafter. An additional sum of 5p per mile can be claimed if you are transporting another employee or volunteer.

Please see the government link for the most up to date rates applicable:
http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm

All claims for car mileage must be supported by a detailed mileage form (see monthly expense claim) that records each journey i.e. journey date, start point, end point, mileage, and purpose. The claim form should show brought forward year to date cumulative mileage, along with total mileage undertaken in the current month. The total should then be carried forward to the next expense claim form, in order to keep a running total of the overall mileage in that tax year, to satisfy HMRC requirements.

7. CAR INSURANCE

All individuals undertaking travel for church related activities must ensure they have the appropriate insurance for their vehicle. For employees, this would include business travel.

8. MEALS / SUBSISTENCE/ENTERTAINING

Meals

Seagate will reimburse the reasonable actual cost of relevant meals on presentation of receipts. Relevant meals would include those for pastoral support meetings and when travelling on church business. Costs for alcoholic drinks will not be reimbursed.

9. DEBIT CARDS

At the discretion of the trustees, individuals may be issued with a debit card.

Please note that the regulations here on this expense policy apply to all card expenses, and valid receipts must be submitted every month.

Card holders must not withdraw cash from ATM's using their church debit cards, unless with the specific prior approval of the Trust Treasurer.

10. SANCTIONS FOR ABUSE OF THE POLICY

- Incomplete, poorly presented and/or unauthorised expense claim forms will be delayed for reimbursement while errors and omissions are investigated and corrected.
- In more serious cases, individuals who abuse this Policy will have their expenses reimbursement privileges suspended and payment deferred while a full investigation is carried out. Persistent abuse of the travel and expenses policy or any submission of misstated or fraudulent claims may result in disciplinary action being initiated against an employee, up to and including dismissal.

11. RIGHT OF RECOVERY

Seagate reserves the right to recover in full any amounts paid to an individual that are subsequently found to have been incorrectly or inappropriately claimed.

12. OTHER MISCELLANEOUS COSTS

Parking - reasonable car parking costs while on church business will be met. Note that any parking penalties incurred while of church business will NOT be reimbursed.

Gifts for Staff – Seagate may pay for small gifts to employees such as flowers, cakes, and cards etc. for personal events such as bereavements, illness and new baby celebrations. The value of the gift and the type of gift is at the discretion of the relevant line manager but must be reasonable and not excessive in value.