

## **Transport Policy & Transport Expenses Claims**

1. Expenses, whether by public transport or car, should normally only be authorised for payment by the church where the journey is considered essential to fulfil the role of the claimant in their work for Christchurch Baptist Church or is deemed to be relevant to their personal development. If a Member of the church or staff member incurs transport costs for personal reasons, they will be responsible for meeting their own costs unless authorised in advance of the trip.
2. Where the return mileage of a single return journey is likely to exceed 50 miles, it should be approved in advance by an authorised person or line manager.
3. Where public transport is deemed to be effective both in time and expense, it should be the preferred option.
4. Where a journey is to be undertaken by car, the owner of the car must have an insurance policy that covers the nature of the journey (e.g. Class 1 business use), including adequate insurance cover for passengers. The driver/owner is responsible for breakdowns, repairs and/or recovery.
5. All expenses claims on public transport, or return journeys exceeding 50 miles if undertaken by car, must be supported by documentary evidence (e.g. receipts, postcode to postcode mileage calculators).
6. Where more than one person is going to the same event every attempt should be made to car share and combined expenses to a minimum.
7. Mileage expense rates are annually reviewed in Christchurch Baptist Church's Financial Policy which is available from the Church Office (e.g. from April 2016: The first 50 miles of any mileage claim will be paid at a rate of 45 pence per mile and all other miles in the same return journey will be paid at a rate of 25 pence per mile.
8. Christchurch Baptist Church is not responsible for funding 'the commute' to a staff members' normal place of work regardless of where that journey begins. These expenses should never be included in any expenses claims.