

Policy for claiming travel expenses

Introduction

This policy tells you when you may claim for travelling you do as part of your job.

Please see our Ethical and Environmental Policy for details of our Green Transport Plan. We do want to reduce our reliance on cars for journeys and keep the distance we have to travel to a minimum. With this in mind, we will try to make sure that people can work from home wherever possible and keep journeys to and from the workplace as short as possible.

Flexible working

It is important that everyone works flexibly in order to provide the best possible support to people. Therefore, everyone who works for Skillnet Group is expected to be willing to travel anywhere across the group in order to do their job. This will sometimes be necessary even though we will keep it to a minimum as explained above.

The rules about claiming expenses

You **may not** claim travel expenses: 

- When you are supporting a group of people at one of our bases (or at another community resource) as part of your funded work. This could be a group doing a course, a

Speaking Up Group, support at a community cafe and could be all day or for just a couple of hours.

- When you are attending a meeting which is at your closest base or where the meeting is under the Central Team cost centre.

You **may** claim travel expenses: 

- To travel between meetings where you are providing individual support, brokerage or supporting people on their own in other ways. You should try to arrange more than one meeting in a day and you can claim to travel between meetings.
- To travel from home to the first meeting of the day, or to home from the last meeting of the day, after the first 30 miles of the journey have been subtracted, if you are working on the Life Choices Project or as a Work Coach. On occasion, some funders will agree to cover the whole journey mileage but you will be made aware if this is the case.
- To travel to a meeting which is funded by separate funding i.e. Jobs Action Network meetings. This mileage needs to be measured from your closest office to the event or from your home to the event (whichever is the shorter journey).

You can claim a mileage rate for using your car, motorbike or bicycle. The mileage rate is the same for all of these vehicles.

Any journey by plane must be agreed with the Chief Executive before hand.

How much can I claim?

In April 2012 the mileage rate was 32p per mile. This may be changed at any time. It will be reviewed regularly and may go

up or down according to how much it costs to run a car (petrol, insurance etc).

You are entitled to claim the difference between 32p per mile and the government recommended rate of 45p per mile against your income tax. You will need to do this by filling in a P87 and sending it to the Inland Revenue.

You can claim for 2nd class rail tickets. First class rail tickets will not be refunded.

Anything else I need to know?

- Always try to share transport. Check if you can give someone a lift if there is a big meeting.
- Always try to organise your day so that you have more than one meeting in the same place. For example, if you have visits or individual support you should arrange two or three meetings in the same day and make them as local to where you live as possible.
- Skillnet Group will, wherever possible, recruit people to work close to their home.
- Make full use of Disabled Persons Rail Cards and bus passes. There are often discounts available if people travel together and support one another.
- Check the discounts available if 4 or more people travel together by train. These can sometimes work out cheaper than the cost of going by car.
- Book train tickets in advance if you can – you can often save money.
- Delyse Hayward will check through travel claims each month, please try to make sure they are accurate before you put them in! Please ensure that you send Delyse your receipts, clearly labelled, for each expenses claim.
- Remember that we need to spend our money carefully, think about your journeys before you make them.

Complicated days or journeys

Some people will have days when their journeys are complicated. You may make several journeys in one day. Set your odometer to zero before you leave and record the whole journey for the day. There is no need to claim as if you were making each journey from home, as this will most likely work out to be more than you have travelled.

If you are supporting a group during the morning in Sittingbourne, for example, but then have a meeting in the afternoon (also in Sittingbourne) that is part of your development work you should **not claim** for the journey to work on that day. Use your common sense and only claim your 'out of pocket' expenses for your job.

Related documents:

- Ethical and Environmental Policy
- Contracts of Employment

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