

## **Claiming Travel Expenses for Diocesan Business Policy (off-Island)**

*These notes are based on the National Church Institutions' Expense Rates & Limits.*

*They will be operative in Sodor and Man from 1<sup>st</sup> January 2023 to December 2023, at which point they will be reviewed, unless updated within the year.*

*This document forms part of a set of Travel/Subsistence/Accommodation policies for the diocese covering on-Island and UK travel.*

Travel off island on diocesan business will be paid in arrears on receipt of a written request/expenses form with vouchers (invoices) for costs such as travel by boat or plane, meals and accommodation.

Such travel will be for business meetings approved by the Bishop, Archdeacon or line managers. No travel should be booked until approval is confirmed.

The travel claimed should be the cheapest available for the required work journey. If individuals choose to combine a work journey with a personal one, then only the costs of the work element can be claimed.

### **1. General**

- a. As getting off the island involves either a boat or a plane, we would ask you to consider the cheaper option wherever possible.
- b. For the sake of cost and our carbon footprint we request that once off island you consider using public transport rather than private car wherever practical for onward travel to the meeting venue.
- c. In some cases, a case may be made that one's own car is necessary. In other cases it may be cheaper (and quicker) to fly and hire a car for a day or two than to take your own car on the boat
- d. The claim needs to be undertaken on the required application form including provision of receipts for all travel and associated costs being claimed.
- e. We cannot pay for family members who accompany the claimant for personal reasons.

### **2. Travel by car off island**

- a. When in the UK we will pay the Church of England mileage rate of 45pence per mile where public transport is not a viable option.
- b. If you choose modes of transport and route for personal or family visit reasons and the cost of this personal choice is greater than the cheapest mode of transport and route then you will need to pay the additional cost of the difference between the two methods. If First Class rail travel works out less costly than an ordinary ticket, this will be permitted.
- c. Please note that your car insurance should have business cover as well as social, domestic and pleasure otherwise insurance will be invalid. You should also provide a declaration of roadworthiness of the vehicle as well to prevent liability of incident.

- d. There will be no reimbursement for any fines for speeding and parking etc.
- e. For the full tax status and mileage rates please refer to the IoM Government website [here](#).
- f. Where a hire car is being used the mileage rate does not apply. The claimant will be reimbursed for the cost of the fuel which has been purchased for use in the hire car.

### 3. Congestion Charges

The congestion charge in London (and anywhere else it may be introduced) will be an allowable expense where the use of a car within the zone is unavoidable. However, surcharges and penalty charges imposed will not be an allowable claim.

### 4. Passengers

To encourage car sharing by employees, the CofE allows you to claim an additional amount of 5 pence per mile for each colleague that travels with you in your car on a work-related journey.

### 5. Public Transport Rate

Where it is reasonably practical to use public transport, but the claimant chooses instead to use their private vehicle, the amount reimbursed will be capped at the cost for doing the same journey by public transport (evidenced by e.g. a screen shot of the alternative at the time of your booking of travel).

### 6. Subsistence (when travelling on Church business other than to normal place of work)

Please note, you can only claim for **actual costs incurred** up to the limits shown below.

	<b>Limits</b>
<b>Breakfast:</b> (if journey started before normal daily departure time and no later than 6.30am)	£7.00
<b>Lunch:</b> (additional cost over and above normal lunch costs)	£6.00
<b>Dinner:</b> (if staying away from home or not returning home before 9pm)	£20.00
<b>Incidental Subsistence Expenses:</b>	
In addition to the subsistence allowances referred to above you may additionally claim for incidental expenditure on refreshments such as tea, coffee, water etc.	£5.00 per day

### 7. Overnight accommodation

Up to:

Inner London     £ 139.00 per night

Provincial cities   £ 116.00 per night

Elsewhere         £ 90.00 per night

If the cost of the hotel is more than the above, the individual is responsible for the balance as this is the maximum figure payable.

**Please use Expenses Claim form Exp 1 to submit a claim.**