

Claiming Travel Expenses for Diocesan Business Policy (On-Island)

These notes will be operative in Sodor and Man from 1st 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 on island on diocesan business will be paid in arrears on receipt of a completed expenses form duly approved by the Bishop, Archdeacon or line manager.

1. General

- a. We would ask you to consider the cheaper travel option wherever possible.
- b. For the sake of cost and our carbon footprint we request that you consider using public transport rather than private car wherever practical for travel to the meeting/venue.

2. Travel by car

- a. We will pay the Island agreed rate of £0.57 per mile for the first 6000 miles a year and then it reduces to £0.39 per mile thereafter.
- b. Please note that if you are using your car for business mileage and also likely to carry other individuals associated with the Diocese, car insurance should have business cover as well as social, domestic and pleasure otherwise insurance will be invalid.
- c. You should also provide a declaration of roadworthiness of the vehicle to the Diocesan Treasurer as well, to prevent liability on the Diocese.
- 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](#).

3. Passengers

To encourage car sharing by employees, the CofE allows you to claim an additional amount of 5 pence per mile¹ for each colleague that travels with you in your car on a work-related journey (not family members or friends unless they are also on the same trip to the same meeting and also on behalf of the diocese).

4. Incidental subsistence expenses

You may claim for incidental expenditure on refreshments where there is a direct link with the work of the Diocese.

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

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