## Travel policy for [*insert name of local church, circuit or district here*]

## *You are welcome to adapt and use this template travel policy for use in your own context. Its aim is to encourage low-carbon means of transport, in order to minimise our impact on the environment, whilst taking into consideration the accessibility needs and safety for all people who travel in the name of the Methodist Church.*

1. This policy seeks to ensure travel paid for by the [*insert name of local church, circuit or district here*] is consistent with the mission and calling of the Methodist Church. This includes making best use of resources, and ensuring our commitment to care for creation is upheld.
2. The Methodist Church aspires to have net zero carbon emissions by 2030[[1]](#footnote-1). To achieve this and protect our planet, please consider:
   * Is the journey absolutely necessary?
   * Could the meeting be held effectively in another way, to reduce environmental impact? (i.e. telephone / video / web conferencing)
3. When booking travel, use your common sense, and remember that the objective is to get to your destination in the most expedient, but cost effective way possible, whilst having regard for personal safety and the impact on the environment.
4. Before you make any bookings, please check and make sure that the budget holder will approve the trip, and the trip arrangements comply with this policy / guidance.

**Travelling by train, bus other public transport method, or bicycle**

1. Please complete the associated expenses claim form and attach the receipt for the journey.
2. Where bicycles are used for travel, individuals can claim back mileage allowance at the current rate of 20 pence per mile.

**Travelling by car, motorcycle or taxi**

1. Expense claims for personal cars, hire cars, motorcycles or taxis will be accepted only in the following circumstances:
   * If using a purely electric vehicle (not hybrid).
   * If two or more expense claimants are travelling together in the same vehicle to the same location and it is cheaper than using public transport.
   * If transporting heavy resources or equipment that cannot reasonably be sent by other means.
   * If the individual undertaking the journey has a disability that would make using public transport inappropriate or unacceptable.
   * If the travel is urgent and travelling by car/motorcycle/taxi is the quickest method. For example, a key holder being summoned to a building in an emergency, or travel between meetings where attendance is mandatory.
   * If there is no public transport option available.
   * If using public transport increases the journey time by more than 50% (or by one hour, where the journey is less than two hours).
   * Or another reason, as agreed by your line manager, committee chair or equivalent.
2. The current mileage rate is 45 pence per mile for the first 10,000 miles in any tax year and 25 pence per mile thereafter. If an individual carries any other passengers in their own car, they can claim 5 pence per passenger per mile. This is in accordance with HMRC guidelines. Amounts not exceeding the qualifying amount (the number of miles of business travel multiplied by the currently applicable rates) are exempt from tax. Amounts in excess of the approved amount are always taxable.
3. Where motorcycles are used for travel, individuals can claim back mileage allowance at the current rate of 24 pence per mile.

## Expenses claim form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address:** (BLOCK CAPITALS) | | | | | |
| **Email address:** | | | | | |
| **If you have changed your bank details, or you have not previously provided them, please fill in below.**  Bank Name: Account Name:  Sort Code: Account Number: | | | | | |
| **Name of meeting/ working group** |  | | | | |
| **Location of meeting** |  | | | | |
| **Date of meeting** |  | | | | |
| **Meeting administrator** |  | | | | |
| **Nature of expense** | **Number of miles** | | **Reimbursement rate per mile** | | **Total cost (£)** *(multiply the number of miles by the reimbursement rate)* |
| Travel by bicycle |  | | 20p | |  |
| Travel by car |  | | 45p | |  |
| Travel by motorbike |  | | 24p | |  |
| Other passengers in car |  | | 5p | No. passengers: |  |
| **Nature of expense** | **Amount (£)** | | | | |
| Train, bus, taxi fares, parking, etc. |  | | | | |
| **Total** |  | | | | |
| If you have travelled by car, motorcycle or taxi, please tick one or more of the boxes below to indicate your reason for doing so, in accordance with the travel policy for [*insert name of local church, circuit of district here*].   * + I am using a purely electric vehicle (not hybrid).   + There are two or more expense claimants are travelling together in the same vehicle to the same location and it is cheaper than using public transport.   + I am transporting heavy resources or equipment that cannot reasonably be sent by other means.   + I have a disability that would make using public transport inappropriate or unacceptable.   + The travel is urgent and travelling by car/motorcycle/taxi is the quickest method.   + There is no public transport option available.   + Using public transport would increase my journey time by more than 50% (or by one hour, where the journey is less than two hours).   + Another reason, as agreed by my line manager, committee chair or equivalent. | | | | | |
| ***I confirm that all supporting documentation has been attached, including original VAT invoices where appropriate and that all claims are in accordance with the travel policy for [*insert name of local church, circuit or district here*].*** | | | | | |
| Signed: | | Date: | | | |

1. <https://www.methodist.org.uk/media/21664/conf-2021-3-methodist-council-part-1.pdf> [↑](#footnote-ref-1)