Centre for Chaplaincy in Education

Business Expenses Policy

Policy Approval and Review Record

	Date
Policy approved by trustees	*January 2026*
Policy reviewed by trustees	

Business Expenses Policy

1. Purpose

This policy sets a framework for claiming expenses incurred on behalf of CCE.

The policy ensures all claimants act reasonably when incurring expenses whilst travelling on CCE business and achieve value for money for CCE.

2. Scope

This policy applies to all employees who work under a contract of employment with CCE, self-employed consultants working under a contract and to Trustees. .

3. Expenses

When incurring business expenses, as defined by the list provided below, it is not necessary to obtain approval in advance of incurring the expense. Provided that the most economical type of travel and accommodation is used and meal allowance limits are observed, all expenses reasonably incurred while on CCE's business will be reimbursed. You must seek value for money through obtaining best prices for accommodation and travel (e.g. by using advance booking, railcards and restricted travel times where appropriate for rail travel, see Appendix A). Claims must be supported by detailed receipts unless specified.

For any expenditure, incurred on behalf of CCE that does not fall within the normal definition of a business expense, it is imperative that prior approval is obtained before incurring the expenditure.

i) Train travel

Train travel should always be in standard class unless there are exceptional circumstances that warrant first class travel. This must be pre-approved by the Chair or Treasurer.

ii) Air travel

If it is more cost efficient to do so, air travel may be considered. Prior approval from the Chair or Treasurer should be sought. Budget airlines should be used in preference to full-fare airlines where there is a choice of carriers. First class air travel should never be used for business purposes.

iii) Travel by car or motorbike

If you use your own vehicle, the mileage claimed need not be receipted. However, evidence should be provided of the distance travelled.

Car mileage for business use is paid at 45 pence a mile for the first 10,000 miles and 25 pence a mile after that.

Motorcycle mileage for business use is paid at 24 pence a mile.

All employees and Trustees who use their vehicle on CCE's business must have a valid MOT and be appropriately insured for business purposes. It is the responsibility of the employee to ensure this. Employees should consider alternative travel arrangements (such as rail) for long journeys as this may prove safer, cheaper and allow continued working.

Under no circumstances will parking fines or penalties, speeding or any other form of traffic violation penalty or fine be reimbursed.

iv) Taxi travel

Where it is in the interest of business efficiency or value for money (i.e. groups travelling together) taxis may be used and the fares claimed. Claims must be supported by receipts.

v) Meals/Refreshments

When meals are not included in the cost of accommodation or if you are on business travel that means that you will not return home before 9pm, you will be reimbursed for cost of an evening meal, up to a maximum of £20, including non-alcoholic beverages. Claims must be supported by detailed receipts.

Meal allowances represent a limit rather than a suggested level of expenditure.

Where a hotel booking includes breakfast, lunch or dinner as part of the agreed rate, you should take this where possible and not claim for meals additionally.

When a work meeting happens best in a cafe, simple refreshments may be claimed but not for food for subsistence.

vi) Entertainment

Entertainment should be kept to a minimum and should only involve light refreshments.

vii) Accommodation

Premier Inn or equivalent accommodation should be used where available. You need to ensure the most cost-effective rate is obtained by booking in advance and not exceed an upper limit of £100 (in London) and £60 (outside London) unless exceptional circumstances can be demonstrated.

As with meal allowances, the amounts described above are intended to be upper limits rather than a suggested level of expenditure.

viii) Mobile telephones

Where CCE deems a mobile phone is necessary for the performance of your duties this will be provided. This should not be used for personal calls, in order to avoid a taxable benefit in kind.

You should avoid using your phones in an area that might expose yourself to risk. If a phone is snatched, you should not attempt to prevent this but should make a note of as many details as possible and immediately report the incident to the police and CCE.

CCE only provides mobile phones for handheld use in safe situations. Hands free kits are not provided, and you should not use your mobile phone whilst driving or in any other unsafe situation. CCE will not accept responsibility for any damage or injury caused by you using a mobile phone in an unsafe manner.

ix) Eye tests

CCE will reimburse employees for the cost of an eye test every two years up to a maximum of £30. The eye test form (see Appendix B) needs to be completed, authorised by your line manager and copied to the Administrator.

The form 'Result of VDU Eyesight Examination' (see Appendix B) must be completed by the optician after your examination and handed in to the Administrator. This form, and any other personal information from the optician, will be kept on the relevant personnel file. If spectacles are needed for display screen equipment use only, CCE will contribute up to £60 for basic single vision spectacles.

Some or all of the amounts you can claim may be reviewed from time to time.

You will be told if the amounts you can claim change.

4. Claims

Claims should be submitted on a monthly basis (by the end of the month). It is the responsibility of your line manager to check that all items claimed are legitimate and supported by a receipt. In the event that a receipt cannot be provided for an otherwise legitimate expense, this should be highlighted to the line manager who will then decide whether or not that item is approved for payment. Line managers should forward the authorised claim by email to the Administrator for payment.

APPENDIX A

Travel booking procedure. To the extent that it is possible, travel and accommodation should be booked well in advance of the date of travel. This allows CCE to achieve value for money by obtaining the best fares and hotel rates.

It should be noted that it can be much cheaper to purchase two singles, with the outbound ticket being for a particular train departure, than an open return.

If you wish to travel first class or intend to stay at a hotel, the cost of which exceeds the specified rate, you must first get approval by your line manager, ahead of making the booking.

Guidance to line managers

Line managers should satisfy themselves that, if first class travel is requested, it meets certain criteria linked both to the duration of the journey, the length of time away from home in any one day and the amount of work expected to be completed during travel time. Additionally, line managers should satisfy themselves that a reasonable level of work will be undertaken during the journey. You should be encouraged to book travel as far in advance as possible. This ensures the best price for standard class travel. Better prices can also be obtained by booking a train for a specific time on the outgoing journey and an open single for the return journey, rather than an open return. On the occasion that a journey has to be cancelled or a specific train is missed another ticket can be booked, but these occurrences tend to be rare and do not outweigh the cost benefits of booking in advance.

APPENDIX B

VDU EYESIGHT EXAMINATION

SURNAME

FIRST NAMES

TITLE

DATE OF BIRTH

DATE OF EXAMINATION

DECLARATION TO BE SIGNED IN ALL CASES

I confirm that I have a contract of employment with CCE. I habitually use display screen equipment as a significant part of normal work (for continuous spells of an hour or more at a time) and request an eyesight test to be carried out at an opticians.

I normally wear spectacles or contact lenses for reading or general use. Yes/No (Please delete as appropriate)

Date of last eyesight examination: ……..

Signed: ……

Date: ……

Job title:……..

Counter signed by line manager:……..

APPENDIX B

RESULT OF VDU EYESIGHT EXAMINATION

SURNAME

FIRST NAMES

TITLE

DATE OF BIRTH

DATE OF EXAMINATION

DECLARATION TO BE SIGNED BY THE EXAMINING OPTICIAN IN ALL CASES

I am fully conversant with the standard recommended by the Association of Optical Practitioners for VDU Operators. In my opinion the above named individual:-

(Please tick one as appropriate)

1 Satisfies the standard without spectacles or with existing spectacles

2 Fails to satisfy the standard and requires spectacles to correct a refractive error but not solely for VDU use

3 Fails to satisfy the standard and requires spectacles or a modification to an existing appliance solely for VDU use

I recommend re-examination in……year(s).

Additional comments (if appropriate)

……

……

……

Signed…….

Name/Qualifications…….

TO BE COMPLETED BY THE EMPLOYEE FOLLOWING THE EYE TEST:

I am/ am not claiming any costs as a result of this visit

Costs claimed: EYE TEST □

CONTRIBUTION TO SPECTACLES £60 □

RECEIPT ATTACHED □

Signed…… Date……

Review Record

Date of review	Reviewed by	Signature	Comments/amendments
14/03/2022	Trustees		
January 2026	Trustees		