



Stoborough Nursery Travel Expenses Policy

From the 1st May 2014 an allowance of 45p per mile will be paid to an employee or trustee for any trips relating to training, or on official nursery business, under the following conditions: –

- All trips are claimed for the distance between the starting point of the journey (home/Stoborough nursery) to the training/business location and then the return journey to home/Stoborough nursery.
- All trips to be agreed in advance by Mrs Edwards.
- Trips claim must be direct to destination.
- Public transport such as buses or trains can be used and receipts provided if not using a car.
- Taxi journeys not permitted.
- If you are not using your own car this mileage can still be claimed unless the person you are travelling with has already made a claim for the journey.
- Mileage claims must be submitted with evidence for the travel distance to the destination.
- Car parking charges may be claimed for on provision of receipt/ticket.

This policy was adopted by Stoborough Nursery Committee at a meeting held

on

Signed on behalf of the Committee by: -.....

Position: -.....

To be reviewed at a meeting of the Committee in June 2107