

Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE

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Community
Legal Service



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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

Also:-

Preston Office: (01772) 759413 Carnforth Office: (01524) 732807

Travel Policy

Paid Staff

Journeys for which travel expenses can be claimed must meet the following criteria:

- The journey must be over and above your main journey to base Monday to Friday.
- Journeys can be claimed from base to base, over and above the journey to get there
- The journey must be within Lancashire or Cumbria.
- Permission must be sought to travel outside Lancashire and Cumbria and cheapest travel method used.

Travel Time

- Travel time cannot be claimed for journeys to your base.
- Travel time can be claimed for journeys to meetings etc other than to base where the journey is within normal work time.

Secondary Bases

Those working at a secondary base as part of their regular work programme should claim mileage from base or home, whichever is the less.

Car parking

- Fees for parking whilst on business will be paid – receipts must be produced

Volunteers

Volunteers can claim for journeys to and from base within the boundaries of the District in which they work

Students

Journeys for which travel expenses can be claimed at the student car rate or at the rate appropriate for other methods of transport outlined below and must meet the following criteria:

- The journey must be over and above your main journey to base.
- Journeys can be claimed from base to base, over and above the journey to get there
- The journey must be within Lancashire or Cumbria.
- Permission must be sought to travel outside Lancashire and Cumbria and cheapest travel method used.

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

How much you can claim

- Cars 40p per mile (*students 20p per mile)
- Motor Cycles 24p per mile (*students 12p per mile)
- Bicycles 20p per mile
- Public Transport Ticket Price

* mileage rates are set above the actual cost of petrol to compensate for insurance costs and vehicle depreciation. Student rates are set lower to recognise that Signposts does not have ongoing responsibilities for students on placement other than to ensure that they are not out of pocket for work undertaken within placement tasks.

To encourage car sharing an additional contribution of 5p per mile for each passenger carried can be claimed.

Indicative Mileage (one way)

- Signposts to Carnforth 7.5 miles
- Signposts to Garstang 15.5 miles
- Signposts to Family Links 29.5 miles
- Signposts to Community Links 30 miles
- Family Links to Garstang 10.5 miles
- Carnforth to Family Links 29 miles
- Carnforth to Garstang 18 miles
- Carnforth to Community Links 30 miles

Receipts for Expenditure

Please note – receipts must be presented attached to the claim form.

Forms and Authorisation

- A separate form should be submitted for each area of work.
- Travel expense claim forms should be completed monthly and signed by (1) the claimant, (2) the Strategic member of staff responsible for your area of work, and (3) the Project Director who will authorise payment. Key Workers should pass forms completed by the volunteers they supervise to their Strategic Worker for signature.
- Forms should be completed monthly

Signposts – September 2007 Project Director _____