

- The Bridge Youth Project, as a registered charity reliant on donations and support from a large number of individuals and churches, has a responsibility to act responsibly and with integrity when it comes to expenditure. Equally, we wish to find a fair model of paying staff remuneration for travel that is consistent with similar charities and organisations, which we have consulted.
- Travelling to and from work (your commute) is not covered through expenses unless you are a volunteer. Commuting to and from work is a standard, accepted part of paid employment and the Bridge cannot influence where employees live.
- There are two 'bases' of work. Avon Valley College, Durrington SP4 8HH or Alabare, Churchfields, SP2 7UD. Your 'commute' will be set on which base is closest to the areas in which you work most frequently.
- Please record your overall mileage for the day, and then take off your return trip to and from work. E.g. if your commute from home to your base is 8 miles, 16 miles would be classed as your personal expense and any extras are claimable - **using the shortest, most direct route available.**
- Please then provide general details about the places you have visited that day.
- All travel claims must be submitted to the office where they will be processed and then signed off and agreed by your immediate line manager.
- Travel claims to be submitted every month. If you have need of claims to be paid sooner, please speak to the Project Administrator who will arrange this on request. Travel claims have to be submitted within 3 months; otherwise they will not be paid.
- During the induction process, the base, shortest route and mile plan will be agreed with the Project Administrator and is to be entered onto your travel claim form each month.