opengate CHURCHES
TOUCHING HEAVEN | CHANGING EARTH

Milage Claim Form for Volunteers

OpenGate will pay for travel costs incurred whilst on church business, provided that all reasonable attempts have been made to minimise such expenses, e.g. car sharing where appropriate, etc.

'Business' includes school visiting, attendance at administration, planning, or training meetings, etc.

'Business' does not include 'normal' church meetings such as morning meetings, Sunday mornings and evenings, Celebrations, etc.

Mileage will be paid at the following rate: 30p per mile in accordance with current Government guidance[1].

Name		Month		
		Miles		
Date	Details	Start	End	Total
			Total mileage	
			Total due at 30p per mile	£

Volunteer's Signature…….…… Date……..

Manager's Authorisation…….…… Date……..

[1] https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax

Date	Version	Reviewer	Change
27th April 2021	1.0		review
20/5/22	1.1	R Gallant	Formatting to conform with other policies
27/5/22	1.2	R Gallant N White	Bring milage claim price in line with OCC.

If you have any questions about or suggestions for this document please email office@opengatechurches.net