

# National Speaker team expenses policy

## Purpose & Scope

As a valued part of the CAP family, we encourage you to claim reasonable expenses incurred when speaking on behalf of CAP. This policy defines what 'reasonable expenses' are in the context of being a CAP Speaker.

We would ask all speakers to spend charity money both with wisdom and generosity, using the charity's resources responsibly by acting with honesty and integrity in the application of this policy.

Where possible, this policy aligns with CAP's broader set of expenses policies. Please speak to the Church Engagement team if there is any ambiguity created by differences between these guidelines and other CAP guidance on expenses.

## Important Expenses Information Before Making a Claim

### **Debt Centre and Head Office Staff**

If you are a new Debt Centre/Head Office staff member or you have not claimed expenses before then please email the Finance Department ([finance@capuk.org](mailto:finance@capuk.org)) with the bank details (bank name, sort code & account number) of where you would like your future expenses to be paid to. The Finance Department will then create a FocalPoint account for you to use, they will let you know via email once this has been done (please allow up to 5 working days). Once set up you can follow the expense claiming guidance on the Speaker Resource website

### **Non-Debt Centre and Non-Head Office Staff**

If you do not have a FocalPoint account and/or do not have a Debt Centre of Head Office role you can use the volunteer expense form found on the Speaker Resource website and email receipts to the finance team as listed below.

### **Checklist: Before Submitting Your Expenses:**

- Ensure all receipts are digitised (scanned or as a clear and legible digital photograph) and emailed to [finance@cap.uk.org](mailto:finance@cap.uk.org).
- All receipts must be itemised receipts.

- Ensure that your receipts are sent to Finance by the end of the month of which the claim is from. (Your claim may be rejected if made more than 3 months after the expense)

**Please note expenses will not be paid until we receive your paperwork & receipts in the finance department. Expense items without receipts (including a signed emergency aid receipt) will not be paid.**

## What to Claim For

### Travel

#### General CAP policy

Please seek the most economical means of transport within reason to ensure the least cost is incurred by CAP. When travel costs more than £100, seek approval from the speaker team manager

Mileage will be reimbursed at the rate set on the mileage expense claim form. In addition to mileage the following related costs may be claimed, where incurred due to business needs:

- road and bridge toll costs
- congestion charges
- parking

It is the responsibility of the person making a claim to ensure that they are selecting the correct mileage rate, based on the vehicle they used for their journeys. See the mileage form on the Speaker Resource site for mileage rates.

Parking fines, speeding fines, clamping fees, maintenance costs etc. are not reimbursable.

Please be aware that if you are a CAP employee (HO staff/AM's etc) you will need business cover on your car insurance policy to be able to claim mileage, including church talks, for work related travel.

If you are a volunteer, business insurance is not required for claiming mileage for church talks.

First class travel is not permitted, as it poses a reputational risk to CAP.

## Specific provisions for speaker team

### *Speaker own talks*

Typically, travel will only be reimbursed for speaker own talks when the talk includes a full Life changer ask and you have given the speaker management team advance notice that you are doing this talk.

### *Limited expenses talks*

Some talks may be booked on the condition that you can claim limited travel expenses (e.g. you are travelling much further than usual in order to combine your talk with visiting friends or family). If this is the case you will be advised by the speaker management team at the point of booking.

## Food

### General CAP policy

Area	Eligibility	Amount per person
Breakfast	If leaving home before 6:30am	Up to £8
Lunch (lunch & dinner can be interchangeable if claiming both)	If estimated time to return home is after 2pm.	Up to £8
Snacks & drinks	If trip exceeds 5 hours from start to finish	Up to £7 per day
Dinner	If estimated time returning home is after 8pm	Up to £20

Gratuities (tips) will not be reimbursed. If you choose to tip it must be done at the speaker's own expense.

## Specific provisions for speaker team

### *Church leader hospitality*

In some instances you may have the opportunity to host the church leader for lunch or dinner after a talk. This can only be expensed if it has been pre-agreed with the speaker team.

## Accommodation

On some occasions, when travelling distance for a church talk, overnight may be necessary. Please discuss this with the Church Engagement team regarding the different options.

## Specific provisions for speaker team

You would typically be eligible for overnight accommodation a) if your talk is over 1 hour away from your home, and you are speaking 2 days consecutively. Or b) your talk is more than 2 hours away from your home.

### Speaker support team & expenses

1 or more members of your support team may also be eligible for travel, accommodation and food expenses according to the following schedule

Expected attendance according to church	Recommended size of support team
1-69 people	Support not necessary (but nice to have if you can get it)
70-100 people	1 support person
101-150 people	2 support people
151-225 people	3 support people
226+ people	+ 1 support person for each additional 75 people

Once the expense claim has been approved and the transactional evidence has been received by Finance, the claim will be processed for payment. Please allow up to 2 weeks for payment once all documentation has been sent to the Finance team.