

# 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 speaker 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 speaker management team if there is any ambiguity created by differences between these guidelines and other CAP guidance on expenses.

## 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

Parking fines, speeding fines, clamping fees, and maintenance costs 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.

Where the employee incurs an additional charge for adding this clause to their insurance then CAP will contribute 50% of that charge (up to a maximum of £25) when it first occurs but not for any subsequent insurance renewals.

## **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**

<b>Area</b>	<b>Eligibility</b>	<b>Amount per person</b>
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

## **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**

### **General CAP policy**

Stay with friends, family or local connections where you feel comfortable to do so. If this isn't available or appropriate then aim to spend no more than £100 a night (preferably through CAP's premier inn account). Any spend of more than £100 per night must be signed off by the national speaker team leader.

## **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

<b>Expected attendance according to church</b>	<b>Recommended size of support team</b>
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