

# Dv8 Travel Expenses Policy



**EMPOWERING  
CREATIVE THINKERS**

Written by	H Sapsford (Operations Manager)	August 2020
Reviewed by		

## Purpose

This policy has been developed to ensure clarity and transparency amongst all staff as to how travel expenses are awarded and the process for claiming. This policy will be reviewed yearly by the Operations or Finance manager.

## Entitlement

Situation	Claim entitlement
If your contract states that you are employed over all sites	Whilst you will initially be primarily based at one centre, 12 Queen Square, Dv8 Media Centre and Bexhill sites are all defined as your normal places of employment. Any regular journey made to and from any of these locations is regarded as a non-work journey and cannot be treated as business mileage
If your contract states you are employed in one site	
If you are asked to travel from Brighton to Bexhill (or vice versa) during the day	You are eligible for travel reimbursement
If you are asked to travel to other destinations (eg, training, events)	You are eligible for travel reimbursement

## Payment Rates

We reimburse travel at the rate of 45p/ mile if travelling by car. If you are travelling by train you must provide your proof of purchase.

## Expenses claiming process

In order to claim your travel expense please follow the below process.

