



The Iona Community Travel Pool Guidelines

Approved by Council April 2011, amended May 2023

- The Rule of the Iona Community requires that we:
 - **share and account for our money**

This means we are encouraged to talk openly about our money. It means listening carefully to one another as we share in this tender way. There may be times when we have plenty, and times when we have little. This may change for us over time. Sometimes this rise and fall will be predictable. Sometimes it may be shocking. Within our Family Groups we are encouraged to share deeply about finances, in times of plenty and in times of little.
 - **account for our use of the earth's resources**

Meeting with one another, on site and on line, is at the heart of our community. We need to be with one another. This may mean using modes of transport with which we are less comfortable from time to time. This element of our Rule asks that we think carefully and radically about the ways and means of our travel. The Family Group and Regional structure mean that local gatherings are the primary locus of Iona Community gatherings. In order to gather as a whole Community of Members, as we do occasionally, some will need to travel longer distances, sometimes including over oceans.
- The Travel Pool is intended to equalise the cost of travel for Members to gather in community. This means that we all pay into the TP through our With Us commitment, and that we all claim expenses for travel from the TP, regardless of our starting point on the Earth. These guidelines are intended to clarify how the TP works.
- Travel Pool is available for Members of the Iona Community travelling to Plenaries, including Community Week, Annual General Meeting, and Regional Plenaries. This means it does not cover the travel cost of partners or children.
- When travelling to Plenaries or Community Weeks, please try to travel by public transport.
- Please consider seriously the environmental impact of flying before choosing to fly to an Iona Community meeting
- If travelling by car:
 - Please try to car share
 - Fuel costs only will be paid on a mileage rate set each year based on guidelines set by HMRC
 - Rates are 45p per mile from 1.6.2023
 - Please try to note your mileage accurately
- In the case of Community Week, ferry costs for cars are not normally paid, with the exception of those travelling with a 'disabled' designation, in which case they may also claim the travel costs for an essential companion.
- Overnight accommodation (including sleeper accommodation) is not usually paid by the Travel Pool except in exceptional circumstances
- No meal expenses will be paid by the Travel Pool

- Please note that it is possible to claim for Travel Pool prior to meetings so as to take advantage of cheaper fares when booking in advance. Payment should be requested by contacting ICFinance@iona.org.uk
- Travel Pool will be reimbursed by Bank Transfer. Claims should be sent to Finance – ICFinance@iona.org.uk for payment. Please ensure that your bank details are completed on the Travel Pool form
- The Leader or Membership Manager may approve expenditure out with these guidelines. This expenditure must be approved (at least in outline) by the Leader or Membership Manager before being incurred.
- Members are reminded of the existence of the Leaders Fund which can assist with the costs of travel and accommodation for their families if this will otherwise limit their involvement in the life of the Community