

EXPENSES POLICY & PROCEDURE

1.0 Introduction

- 1.1 The Chichester Diocesan Fund and Board of Finance (Incorporated) (the “DBF”) reimburses legitimate costs incurred by an employee in the course of their employment/duties. This policy states what employees, archdeacons and members of General Synod and diocesan Boards, Councils and Committees can claim for expenses that they incur on behalf of Diocese of Chichester and how they should make claims.
- 1.2 It is the policy of the DBF to reimburse the actual costs of expenses incurred **wholly, exclusively and necessarily** in the performance of employment duties and other work on behalf of the Diocese of Chichester, subject to the caps set out below. This is to comply with Income Tax and National insurance regulations, and to ensure that no further Income Tax or National Insurance liability will arise to the employee, archdeacon or member and/or the DBF.
- 1.3 As the DBF is a charity, employees, archdeacons and members of General Synod and diocesan Boards, Councils and Committees are expected both to minimise costs without impairing the efficiency of the DBF, and to avoid any unnecessary costs. Consideration must always be given to using the most cost-effective method of travel. Reimbursement will be made only on the production of receipts or invoices; a credit card receipt alone is not sufficient. As part of the DBF commitment to achieving good practice, the DBF does not pay “flat rate” expenses (paying round-sum amounts unsupported by actual expenditure receipts may result in an individual becoming liable to additional tax on the payments).
- 1.4 This policy does not form part of any employee’s contract of employment and the DBF may amend this at any time.

2.0 Responsibilities

- 2.1 It is the responsibility of the individual to ensure that they submit accurate and timely expense claim forms supported by receipts. Contactless payments for travel should not be made in order to ensure that receipts can be provided, unless alternative evidence such as an Oyster usage printout can be obtained. Expenses claims and receipts can be submitted covering a quarterly, monthly or a weekly period, subject to year end restrictions. However no more than two claims will be paid in a month.
- 2.2 If employees use their personal vehicle for business use, it is the employee’s responsibility to ensure that the vehicle is properly registered, that it is road worthy and insured for personal and business use.
- 2.3 Unusual expenses and individual expenses in excess of £100 or in excess of the limits set out in this policy must be approved by the appropriate manager or the Diocesan Secretary or Finance Director **before** they are incurred to ensure that the individual will be reimbursed, except that prior approval is not required by archdeacons or

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members of General Synod and diocesan Boards, Councils and Committees for overnights stays within the rates in this policy or for travel to London or York for General Synod. Managers may approve particular classes of repeated expenditure, such as trips to particular locations for particular purposes to avoid repeated requests for approval.

- 2.4 It is the responsibility of the appropriate manager to properly review and authorise the expense claim form and ensure this is passed to the accounts department (or approve the expense claim in Xledger where the employee is using the expense module).
- 2.5 Any forms that are incorrectly completed will be returned to the claimant or appropriate manager for correction, which will result in a delay of payment to the individual. For employees who are using the expense module in Xledger, the manager can return the claim to the employee if any amendments are required.
- 2.6 All expense claims must be made in Sterling using the Expenses Claim form obtainable from the Accounts Dept or through the Xledger expense module. Should any claim be in a foreign currency a suitable exchange rate must be utilised to convert the claim to a sterling value. The exchange rate to be used is that obtained by the claimant at the time of currency exchange. An appropriate exchange rate is obtainable from the Accounts Department.

3.0 Travel – General Principles

- 3.1 We encourage sustainable transport and remember the travel hierarchy: walking, cycling, public transport, shared journeys, electric cars, fuel efficient cars, less efficient cars, ferries, flights. 3.2 First class or business travel should only be used with authorisation from the Diocesan Secretary.
- 3.3 There should be no differentiation for levels of acceptability related to the grade of staff.
- 3.4 The mileage for individual journeys in a private car will be calculated at the current HMRC Approved Mileage Allowance Payment (AMAP) designated rate per mile. Those using private electric cars may claim the same AMAP as any other car or van.

Currently these rates are:

Cars	
On the first 10,000 miles in the tax year	45p per mile
On each additional mile over 10,000 miles	25p per mile
Motorcycles	24p per mile
Bicycles	20p per mile

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These rates represent the maximum amount which can be paid to employees and clergy for work related mileage in their own vehicles without any Income tax or National Insurance liability being incurred.

Passengers

To encourage car sharing by employees, the DBF will pay an additional 5p per mile (tax free) for each colleague that travels with the employee in his or her car on a work related journey.

- 3.5 Mileage for journeys in a private car will only be paid where public transport is not a viable option, for example where there are materials to transport, or public transport is more expensive or prohibitively time consuming. Where public transport is cheaper and viable, the claim will be capped at the cost of public transport.
- 3.6 Where public transport expenditure over £100 is to be incurred on a **single** trip, authorisation from a line manager should be obtained before the expenditure is incurred.
- 3.7 Full details of each individual journey must be included with the expense claim, including:
- Date
 - Reason for journey
 - Starting point and destination
 - If claiming for passengers, the name of each staff member travelling

4.0 Mileage Claims

4.1 Use of an employee's own vehicle

- The individual must be insured for business travel
- Expense claims will not be reimbursed without confirmation that the vehicle is appropriately insured for the claim in question.
- If a member of staff changes the vehicle that they are using on official duties they must ensure that the insurance is changed to cover the new vehicle.

4.2 What can be claimed

- Mileage expenses can be claimed by employees where they have incurred mileage on behalf of the DBF within the borders of East and West Sussex where those expenses qualify as AMAPs under HMRC rules. This can be through use of a car, leased car, motorcycle or bicycle and reimbursement will be made at the appropriate rate in line with HMRC guidance (see clause 3.4). Information regarding what qualifies as AMAPs can be found in the HMRC [Employment Income Manual](#). Any trips outside the borders of East and West Sussex need to be agreed in advance with the line manager. Mileage expense claims should be made for the shortest reasonable route as calculated by a route planning application such as Google Maps. Mileage expenses may be capped at the cost of standard public transport for all the vehicle's entitled occupants where

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public transport is cheaper and viable. Employees should check with managers in advance if there is doubt over whether public transport is viable to avoid unexpected capping.

- Archdeacons and members of General Synod and diocesan Boards, Councils and Committees can claim expenses for mileage incurred on behalf of the DBF, including mileage from their home to Church House, Hove if Church House, Hove is not their usual place of work. This can be through use of a car, leased car, motorcycle or bicycle and reimbursement will be made at the appropriate rate in line with HMRC guidance (see clause 3.4). Mileage expenses may be capped at the cost of standard public transport for all the vehicle's entitled occupants where public transport is cheaper and viable.
- The Diocese will not pay the cost of any travel expenditure for partners, spouses or other family members. The Diocese will not bear the cost of any private travel undertaken before, after or in the middle of a business trip.

5.0 Train Fares

5.1 When using the train, claimants may book a train ticket in advance and reclaim it through expenses. Tickets should be booked in advance where viable if advance fares are cheaper. If the journey is cancelled, a refund should be claimed and the refund returned to the DBF promptly. Standard class tickets should be booked for all journeys unless authorised by the Diocesan Secretary.

6.0 Taxis

6.1 Taxis, including those booked on account, should not be used without the prior authorisation of the Diocesan Secretary.

6.2 Use of taxis will not ordinarily be authorised for routine travel between offices, to meetings or for home visits.

6.3 Authorisation may be appropriate for claimants with restricted mobility, for journeys where public transport or private car is impractical, or in emergencies.

7.0 Parking

7.1 Car parking charges incurred while on official duty, accompanied by suitable evidence i.e. a receipt, will be paid when free parking is not available. However any surcharges or penalty charges will not be an allowable expense.

8.0 Tolls/Congestion charges

8.1 Any tolls and/or congestion charges will be an allowable expense where the use of a car within the congestion zone or on the toll route is appropriate (regardless of which mileage rate is claimed). However surcharges and penalty charges imposed will not be an allowable expense.

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9.0 Subsistence

9.1 When an overnight stay away from home is required in the course of business or to attend General Synod, the cost of accommodation will be reimbursed up to the maximum rates which are taken from the NCI expenses policy. The current maximum rates (as at 1 August 2023) including breakfast are:

- Inner London - £155.00 per night
- Elsewhere - £130.00 per night

Employees should agree the costs beforehand with their line manager.

9.2 During an overnight stay:

- The cost of an evening meal will be reimbursed to a maximum value of £20.00.
- Incidental subsistence expenses will be paid to a maximum value of £5.00 a day. This covers expenses of a refreshment nature such as tea, coffee and water.
- Incidental overnight expenses will be paid to a maximum value of £5.00 a night. This covers expenses of a personal nature such as newspapers, laundry and private phone calls.

A flat rate for meals cannot be claimed since this would then be taxable, therefore receipts must be obtained.

The above rates do not constitute an absolute entitlement, but a maximum amount up to which a claimant can seek reimbursement of his/her actual costs. The budget holder may also specify any lower amount as applicable to the constraints of the budget.

Should there be a request for costs above these rates, prior approval by the Diocesan Secretary is required.

9.3 If it is a viable option to stay overnight in the house of a friend or relative, then an amount of money may be claimed in order to buy a small thank you gift or to pay for a meal for the host. This needs to be agreed with the Diocesan Secretary in advance of the stay.

9.4 Reimbursement of the cost of caring for a dependent incurred by employees when required to work outside normal working hours may be claimed subject to prior agreement with the Diocesan Secretary. Reimbursement of care costs incurred by members of General Synod when attending General Synod may also be claimed. The maximum amounts payable are (taken from the NCI expenses policy):

- Day: £7.80 per hour
- Overnight: £44
- Weekend (one overnight): £64
- Weekend (two overnights): £103

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Receipts are required for any care costs paid.

9.5 Claimants are entitled to recover subsistence expenses in respect of meals where they incur additional expenditure because they are required to work away from their base of work and/or they are required to work in the evening.

- If the journey is started before normal daily departure time and no later than 7.00am, breakfast will be reimbursed to a maximum value of £7.00.
- The additional cost of a lunch meal over and above normal lunch costs will be reimbursed to a maximum value of £6.00.
- If not leaving the place of work for that evening before 8.30pm, the cost of a meal will be reimbursed to a maximum value of £10.
- In addition to the allowances referred to above, a claim of up to £5 per day may be made for incidental expenditure on refreshments such as tea, coffee, water etc.

9.6 All claims must be supported by relevant receipts. A credit card receipt alone is not sufficient. The food on the receipt must be a reasonable purchase in representing the meal being claimed. No alcohol is to be claimed.

9.7 All claims must be authorised by a line manager, who will also determine what 'reasonable' purchases are.

10.0 Hospitality and meeting costs

10.1 Paying for meals and/or drinks for visitors or guests should be the exception rather than the rule. The Diocesan Secretary and/or other authorised managers may incur reasonable expenditure on hospitality in the course of normal business relationships, and within the confines of budget provisions which have been approved by the Board of Finance.

10.2 Occasions where only Diocesan staff are present do not constitute hospitality, but claims for subsistence expenditure may be made where appropriate.

10.3 Reasonable subsistence expenses for staff gatherings may be reclaimed where there is a valid business purpose for the gathering, and the budget against which the expenses are to be booked has provision for that expenditure. Such occasions would include welcome lunches (for new staff members), retirement parties and one-off team building parties but not regular internal department meetings.

10.4 Where possible meetings should take place within office hours and expenses other than travel should not be incurred.

11.0 Telephones and internet

11.1 Mobile telephones will be provided by the DBF for work related purposes at the discretion of the line manager and may be recalled at any time, e.g. if misuse is identified or changing patterns of work mean it is no longer required.

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- 11.2 The mobile telephone is at all times the property of the DBF and is provided to assist employees in their work.
- 11.3 The DBF monitors the individual use of mobile telephones; this includes the numbers called, the duration of calls, times, dates and cost.
- 11.4 In certain circumstances, employees may be authorised by their line manager to use their own private mobile telephone for business use and will be able to reclaim call charges via their normal expenses claims not via petty cash.
- 11.5 Neither hand-held nor hands-free devices should be used whilst driving a car on Diocese of Chichester business; the telephone should be switched to silent or message service and the messages retrieved when it is safe and legal to do so.
- 11.6 Mobile telephones are issued for business use only. DBF issued telephones should only be used for personal reasons in an emergency.
- 11.7 The cost of personal calls is refundable to the DBF and will be required to be repaid in full at the end of each month.
- 11.8 An appropriate proportion of landline and internet costs may be claimed by employees whose place of work is home. The proportion should be agreed with the line manager.

12.0 Professional Membership Fees

- 12.1 Employees can claim two-thirds of professional membership costs where membership is relevant to their role and work with the DBF.

13.0 Loss of Earnings for attendance at General Synod

- 13.1. Payment can be made to lay members of General Synod for actual loss of earnings, subject to the maximum amount of £175 per day as recommended by the Standing Committee of the Archbishops' Council. This must be supported by the following documentation:

For General Synod members who are self employed: a self-certificate that they have forgone that amount of income. For those who are self employed the amount is taxable as the allowance is being paid to compensate him/her for loss of profit.

For General Synod members who are in paid employment: a certificate from the employer stating

- that unpaid leave is being taken
- the cost to the employee (i.e. pay forgone after tax is deducted).

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For those who are in paid employment the amount is not taxable provided that the payment is calculated to do no more than replace the salary that the employee would otherwise have received from his/her employer.

14.0 Gifts

- 14.1 Reasonable expenditure on gifts may be reimbursed in exceptional circumstances. Authorisation from the Diocesan Secretary or Diocesan Accountant must be obtained before the expenditure is incurred.

15.0 Submitting Claims

- 15.1 Employees should ensure that appropriate manager approval is obtained before incurring unusual expenses or expenses on items over £100 or in excess of the rates in this policy. Archdeacons and General Synod members and members of Boards, Councils or Committees should ensure that the approval of the Diocesan Secretary or Finance Director is obtained in those circumstances, except that prior approval is not required for overnight stays within the rates in this policy or for travel to London or York for General Synod.
- 15.2 Receipts and details of expenses should be kept when they are incurred and an expense claim form completed and submitted to the line manager for authorisation. All expenses claims except mileage claims must be supported by appropriate original receipts or other documentation attached to the claim form. Photocopies and credit card receipts are not normally acceptable in lieu of original receipts, which are required as a check against paying expenses more than once. Expense claims can also be submitted through the expenses module of Xledger. Receipts must be attached to the claim. Employees can request access to the module through the Accounts Department.
- 15.3 The line manager will then authorise this form. It should then be passed to the Accounts Department for payment. Forms which are received late or which are incorrectly completed, for example by omitting the expense code or mis-coding, will be returned to the employee, which will result in delayed payment. Where an expense claim has been prepared in Xledger the manager can also review and approve the claim in Xledger.
- 15.4 All expense claims must be claimed for within 3 months of the expense being incurred. Expense claims that are submitted after that timeframe may not be reimbursed. This period is reduced at year end so that any expenses not claimed for within 4 weeks of 31st December that relate to a period before 31st December cannot then be claimed.
- 15.5 Employees should submit claims on at least a monthly basis so that the DBF can monitor expenditure on a timely basis.
- 15.6 Expenses will be paid directly into the recipient's bank account. First time claimants should complete a new supplier form and submit this with their first expenses claim form.

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- 15.7 Queries on expense claims should be submitted in the first instance to the line manager after the individual has read all the relevant documentation available on the Shared Drive. In the case of any further dispute the Diocesan Secretary and Finance Director will have responsibility for final determination of the legitimacy of the expense claim.
- 15.8 Abuse of the Expenses Policy resulting in the submission of fraudulent claims will be subject to disciplinary action in accordance with the DBF's Disciplinary Policy and Procedure.
- 16.0 Review**
- 16.1 The Expenses Policy and Procedure will be reviewed every three years. The next review is due by July 2025.

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Revision History

Revision No.	Date Issued	Prepared By	Approved	Comments
1	9 August 2016	AQ	Bishop's Council 28 July 16	New policy
2	30 August 2018	GH	Bishop's Council July 2018	Amendments to 3.4 allow mileage where public transport is disproportionately time consuming and to 9.5 to allow a reduced amount for an evening meal but from an earlier time.
3	17 April 2019	GH	Bishop's Council April 2019	Update of rates, and amendments to 2.1 re evidence for contactless payments and 14.3 re payment arrangements
4	September 2022	ZS	Bishop's Council July 2021	Update of rates, addition of travel hierarchy at 3.1, change to mileage claim rules at 4.2 to match HMRC, and removal of telephone limitation at former 11.3 following introduction of VOIP
5	14 th November 2022	ZS	GH	Change to mileage claim rules in 4.2 to replace the definition of claimable mileage from a 60-mile radius from Church House, Hove to within the East and West Sussex borders. Addition of the need to claim the shortest reasonable route by use of a route planning application. 15.1 & 15.7 Change to role making decision.
6	1 August 2023	CD	GH	To update accommodation rates to align with NCI policy. To update for option of Xledger expenses module.