OXFORD DIOCESAN BOARD OF FINANCE

2026 GENERAL SYNOD MEMBERS ATTENDANCE EXPENSES CLAIM FORM

Applies from 6 April 2026 to 31 Dec 2026
Please insert your name and address in the box in block capitals

	Car make and model for mileage claims

Dates of Meeting……

Venue……..

	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Time away from home:						
from am/pm						
to am/pm						
Total hours away						

Expenses - *Please refer to notes overleaf*

Travel							
1	Car cost @ 55p per mile						
2	Rail fares						
	Rail journey from & to						
3	Other public transport						
	Public transport from & to						
4	Taxi fares						
	Taxi fares from & to						
Total travel costs							
5	Accommodation						
6	Subsistence						
7	Loss of earnings						
	TOTAL OF CLAIM						

I wish to claim the expenses detailed above which I incurred attending the General Synod on the dates as specified.

If you have not already done so, please give your bank details or any changes to details so that we can make payments directly to your bank:

Bank Name:.....…….…….... Branch:.....…….…….....

Sort Code:.....……..... Account Number:.....…….……

Account in Name of:.....…….....

Signed:.....…….....…….....……

(as authorisation to make future payments based on these details)

For remittance advice purposes my e-mail address is……

Signed…… Date……

Authorised…….. Date……

Please email the completed form together with supporting receipts/documentation to:

diosec@oxford.anglican.org

Diocesan Secretary, Oxford Diocesan Board of Finance,
Church House Oxford, Langford Locks, Kidlington, Oxford. OX5 1GF

Notes for completion of Attendance Expenses Claim Form

All expense claims except mileage claims should be supported by appropriate receipts or other documentation attached to the claim form. All claims should be preferably submitted within 3 months, but no later than 6 months, of the meeting to which they relate and definitely by the end of January for year-end purposes.

1 Car mileage is paid only if public transport is not practicable. Reimbursement for meetings after 6th April 2026 is at the HMRC transport rate of 55p per mile in line with recommendations from Archbishops' Council. If public transport is practicable, mileage reimbursement will be limited to the estimated cost of 2nd class fares. Car make and model is collected for overall, anonymised, carbon footprint calculations.

2 Rail Fares
These should be 2nd class and should be supported by tickets. Please include from and to locations.

3 Other Public Transport
This includes coach, bus and underground fares which should be supported by tickets. Please include from and to locations.

4 Taxi Fares
Please only use a taxi in unavoidable circumstances. Please include from and to locations.

5 & 6 Accommodation and Subsistence
The actual costs will be reimbursed provided they are reasonably incurred and do not exceed the allowances commended to the diocese by Archbishops' Council.

Subsistence Allowance

Breakfast	£8.00	If journey started before normal daily departure time **and** no later than 6:30am.
Lunch	£7.00	Additional costs over and above normal lunch costs.
Dinner	£25.00	If staying away from home or not returning home before 10pm.
Incidentals	£6.00	Refreshments such as Tea, Coffee, Water etc.

Overnight Allowance including Breakfast

Inner London	£180.00
Elsewhere	£150.00

Care Allowances
If necessary, provision can be made for care subject to a maximum amount as recommended in the Travel & Expenses Policy agreed by the National Churches Institution. Please contact the Diocesan Secretary, Mark Humphriss for further information.

7 Loss of Earnings
Payment can be made to lay persons for ACTUAL loss of earnings, subject to the maximum amount of £220.00 per day as recommended in the Travel & Expenses Policy agreed by the National Churches Institution. This must be supported by the following documentation:

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.

In paid employment a certificate from the employer (i) that unpaid leave is being taken and (ii) of the cost to the employee (i.e. pay forgone after tax is deducted). 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.

Should you wish to claim under this heading, please complete and sign the relevant declaration below:-

I have incurred …… days loss of earnings by attending this meeting. My daily rate of pay is £……..
I agree to take full responsibility to notify the appropriate authorities of any payment I may receive for loss of earnings.

Signed……. Date…… …