

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 is at the HMRC transport rate of 45p 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.....