

The Church of Scotland

Presbytery of Lothian & Borders

Expenses Policy

This policy on expenses applies to Members and Employees of the Presbytery of Lothian & Borders .

Members and employees are entitled to claim a refund of expenses incurred by them in attending relevant meetings of, or in undertaking deputation of work on behalf of the Presbytery, subject to the following provisions:

1. Members of Presbytery are entitled to travelling expenses for attendance at regular meetings of Presbytery, and only where requested to undertake a deputation of work.
2. A separate claim should be completed for each relevant deputation of work and this should be clearly indicated on any claim. Employees may submit one employee expense claim for multiple journeys within the relevant timeframe below.
3. **Accommodation expenses** – Where a Member or Employee, (a) is called to a meeting to be held at such an early hour as to involve his/her leaving home the previous day, or (b) is called to a meeting which goes on too late on that night, he/she may claim **actual** accommodation expenses, not exceeding £45.00 for each night away from home, provided a receipt is produced.
4. **Out-of-Pocket Expenses** – Members or Employees attending Meetings on behalf of the Presbytery may claim **actual** out-of-pocket expenses, not exceeding £15.00 per day where they are required to purchase food because they are away from home during normal meal times and food is not provided as part of the meeting. Should it be deemed by the Presbytery Clerk that the Member or Employee could reasonably have expected to have eaten a meal in their own home prior, or subsequent to the meeting at a reasonable time then no expenses shall be paid. Conveners of Committees who are supplying food for attendees are limited to a maximum of £15.00 per person who actually attends.
5. **Travelling Expenses** – Members and Employees are expected to travel by the most cost-effective and environmentally-friendly manner wherever possible. Expenses may be claimed in respect of travel from their home address to the place of a Meeting as follows:- (a) the cost of bus fare or standard-class rail fare, (b) where a journey is partly made by boat, this fare may be charged, (c) where location or cost necessitates travel by air, economy class air fare may be charged, (d) where no public transport is available for the whole or part of the journey or where the existing public transport would not permit timeous arrival at the Meeting, a rate of **25p** per mile may be claimed for the use of Members' or Employees' cars and the cost of parking may also be claimed, or **20p** for use of Members' or Employees' bicycles.
6. **Attendance at conferences, training events etc** – Employees may claim for direct costs associated with participation in conferences, training events or similar. In all cases, the Presbytery Clerk should authorise participation in these events in advance of the direct cost being incurred.
7. **Hospitality** – Employees may claim for costs incurred in providing modest hospitality in the normal course of their work. Where the Employee is acting as 'host' as part of a larger gathering, the extent of hospitality to be provided should be approved by the Presbytery Clerk but on no occasion should exceed £15.00 per person actually attending.
8. Receipts must be attached for **all** expenses claimed other than mileage. Failure to attach these will result in a delay or refusal in payment of expenses.
9. All claims will be met by means of an electronic bank transfer direct to your bank account. It is necessary, to correctly identify claimants, that your bank sort code and account number are entered **each time** you claim.



10. All claims must be submitted for payment as soon as possible after the relevant meeting or event and no later than one month. Failure to submit a claim within these timescales may result in the payment being refused.

The completed claim form should be submitted for approval to the Presbytery Clerk for authorisation before payment. Claims by the Presbytery Clerk shall be approved by the Convener of the Finance Committee or Presbytery Treasurer. Claims should **not** be submitted directly to the Presbytery Treasurer.

March 2023