

Expenses Policy for non DBF Employees

If you incur reasonable expenses during the normal course of Board business, then these expenses will be reimbursed by the Board on completion of an expense claim form and submission of appropriate VAT receipts. It is our intention to repay these expenses within 14 days of receipt of appropriate paperwork.

Guidance is available from your DBF finance contact. The Board reserves the right to refuse reimbursement of any expenses, which it considers unjustified or excessive or for which no VAT receipt is supplied where one is issued.

Travelling on Business

“Official Travel” means travel on duty, it does not include travel between home and office unless, exceptionally, your place of work has been defined as your home. As a matter of policy, journeys that can with reasonable convenience be made by public transport should be, particularly to destinations accessible by rail. Travelling expenses are reimbursed to individuals only when an additional cost is incurred.

Travelling by Train

You are expected to travel in standard class for all rail journeys. You may only travel first class when it is demonstrably cheaper than the cheapest available standard class fare at the point of booking. You should provide evidence of this by a print out from the booking website.

Travelling by Car

The rates for mileage claims when using your own vehicle follow recommendations of the Archbishops’ Council, which take into account HMRC requirements. (The current “normal rate” is 45p per mile and the “public transport rate” is 30p per mile. Both rates are capped at a total of 10,000 miles per annum after which a rate of 25p per mile applies as otherwise a taxable benefit would arise). Car Sharing: An additional allowance of 5p per mile, per passenger, is also available when carrying fellow colleagues on the same business trip (This should be claimed on the top part of the DBF’s expense form). Motorcycle journeys are at 24p per mile and (as a green encouragement endorsed by HMRC) pedal cycles at 20p per mile. The Diocesan Secretary is authorised to implement any changes in the future without further reference to the Committee of the Board.

The Normal Rate should apply to all journeys which do not exceed a total round trip of 75 miles. For round trip journeys that exceed 75 miles, the excess over 75 miles will be paid at the “Public Transport” mileage rate.

HMRC requirements are followed in *not* allowing claims for additional journeys between employees' places of residence and respective normal place of work. There are two caveats to this:

- Where such additional journeys are made (e.g. key holder call out, out-of-hours meetings) reimbursement is made for the journey but subject to it being treated as a taxable benefit.
- Where “triangular” journeys are made between home and work (and vice versa) via another location on diocesan business then the additional mileage incurred may be claimed.

Vehicle Use – Personal

We are committed to safe, accident-free driving. If you drive a vehicle as part of your employment, you are responsible for its safe operation and condition; you are considered to be at work while driving your personal vehicle if you are carrying out a task authorised by us and recording your mileage/ approved expenses for reimbursement. You are expected to use defensive driving techniques and take every possible precaution to avoid accidents.

If you drive on business in your own personal vehicle, you are expected to produce your driving licence if requested by us. A failure to produce a licence on request, or compliance with the notification requirements will result in disciplinary action and potential suspension from driving on Board business until we are satisfied with the explanation for non-production. Loss of a driving licence may also result in disciplinary action which may, depending on the nature of your role, ultimately result in dismissal.

Private vehicles are not insured by us for business use. If you use your own vehicles for business journeys you must make sure that you have Business Use included in your insurance cover.

We will not accept any liability for claims by you arising out of any accident or injury sustained or caused as a result of driving your own vehicle on Board business where this procedure has not been followed.

Driver Responsibility

Colleagues who drive on Board business are representing us and are personally responsible for driving in a safe and legal manner. You are expected to comply with all motoring regulations whilst driving on our business and any penalty fines imposed will be the personal liability of the employee. This includes the law regarding the use of mobile phones whilst driving.

If you are convicted of a motoring offence while driving on official business, we may interpret this as misconduct and disciplinary action may be taken.

Travelling by taxi

We will only reimburse fares if you have taken a taxi in the following circumstances:

- it is necessary for reasons of personal safety;

- you have to transport heavy luggage to or from a place of departure or arrival;
- there is no other suitable method of public transport; or
- travelling by taxi is necessary as part of an agreed reasonable adjustment for a disabled member of staff.

You must obtain a receipt for the fare and attach this to your claim as well as give one of the business justifications listed above.

Subsistence

The Board will reimburse any actual additional costs you incur when you are on a business travel up to an agreed level. This is based on the duration of your trip and the number of meals you are expected to have whilst away from your permanent place of work. All claims for subsistence and records of expenditure must be accompanied with receipts to demonstrate the actual expenses you incur.

The table below sets out our subsistence levels.

Rate	Criteria	Indicative Maximum
A	Business away from your normal place of work / the Diocesan Office of more than 5 hours but less than 10 hours.	£6
B	Business away from your normal place of work / the Diocesan Office of more than 10 hours	£12
The following subsistence may also be available depending on when you are required to travel:		
	Breakfast can be claimed when a business journey, of any duration, starts before 6.00am.	£5
	Evening meal can be claimed when business away from the office/normal place of work requires an overnight stay.	£15

NOTE: The maximum amount of subsistence which can be claimed in a day without an overnight stay is £17, (or £27 if the evening meal rate is claimed)

Subsistence costs will only be reimbursed where the expense has occurred so the Board would not expect to reimburse you for meals that have been provided (B&B, Full / Half Board, working lunches etc); this also includes meals provided to you when travelling.

Hotel Accommodation

You should agree overnight trips with your DBF contact in advance of booking a hotel. Bookings should be made in advance, and you should seek to secure best possible value. The maximum accommodation allowance rates for overnight accommodation is £100 (or £130 for Greater London within the M25).