



CONFERENCE *of* RELIGIOUS

England & Wales

EXPENSES POLICY OF
THE CONFERENCE OF RELIGIOUS ENGLAND
AND WALES

Expenses Policy of Conference of Religious England & Wales

Introduction

This policy deals with expenses paid by the CoR. All expenditure for reimbursement is sought must be in accordance with this policy.

A. Staff

Any claim for an amount over £50 for matters covered by this policy should be cleared in advance with the General Secretary.

If on any occasion, there is a mixture of work and personal travel, this needs to be discussed and agreed with the General Secretary in advance.

1. Travel

Oyster Card Travel

Where an oyster card is used for official authorised travel no tickets will be available for review by the manager. Staff should be encouraged to use the Oyster system as tube travel by this method is cheaper than buying a cash fare.

On the expenses form details of the journey taken should be recorded with the time of travel and the relevant fare claimed

Car Travel

It is accepted that staff need to use their own cars on occasion for work related activities. Staff should ensure they inform their insurers to ensure their cover is appropriate for occasional business use.

In situations where an employee uses their own car for business travel, they will be reimbursed mileage at a rate of 45p per mile, (as stated by the HMRC regulations).

General

- Receipts should be provided, and any claim must indicate the purpose of the expenditure.
- Parking fees will be reimbursed but not parking fines or congestion charges.
- Staff should only use taxis where essential. Details of where journeys are to and from should be recorded and a receipt obtained.
- Staff are encouraged to plan travel requirements as far in advance as possible in order to avoid high transport costs.
- Travel must be at standard fares only

- When submitting receipts for authorisation the following details must be included: Date of journey, address from start of journey to end. Reason for journey, name of person visited, and total mileage or cost of fare. Receipts must be produced for all fares and other expenses. Printouts for Oyster cards will be accepted.

2. Overnight stays

- Where it has been agreed in advance that overnight accommodation is necessary, CoR will pay for overnight accommodation. Meals (but not alcohol) are reimbursed at a reasonable level (£20) when receipts are provided.
- Staff are not required to pay for their personal incidental expenditure at reasonable levels within the Inland Revenue allowances (£5 in UK/£10 outside the UK)

B. Executive and Committee Members

The Executive and Committee Members are entitled to claim for travel to and from representing CoR or CoR business Meetings on the same terms.

3. Claims

- All claims for expenses, whether by Staff, Executive or Committee Members should be made promptly and in any event, within 4 months of the event having occurred. Failure to do so may result in the claim being delayed and, in some circumstances, refused.
- Any item not covered by this policy should be discussed with the General Secretary in advance.
- The General Secretary's claims are to be approved a member of the Executive.