

Parish of Wimbledon

PCC Lay Readers and SPAs Expense Reimbursement Policy

Aim:

- To give clarity, consistency and accountability to expense claims across the parish.
- To provide a simple, unbureaucratic and prompt system for reimbursing expenses.

This document is based on the Expense Policy agreed for the clergy although the individual churches will be responsible for the payment of the expenses and allowances to the relevant people.

Proposal:

The policy covers all licensed Lay Readers and SPAs in the team who should be encouraged and supported by the PCC in general and by their respective churches in taking retreats and training and having spiritual direction.

Claiming:

People are encouraged to claim their expenses monthly and not less than quarterly. The form at the end of this document is used. Claims for expenses should be counter-signed by the relevant member of clergy or one of the church wardens. A hard copy with receipts or other evidence of expenditure should be attached to the claim form. Copies of receipts are acceptable. An Electronic copy of the claim may also be sent to the counter signatory for forwarding to their respective Church Treasurer; to facilitate prompt payment.

Items to be reimbursed:

Postage First and Second Class (including large letters) A record of letters sent or postage used should be kept (empty stamp books are an appropriate record) and recorded on the claim form. Postage costing more than a first class large letter should be individually receipted.

Telephone, Broadband, Land Line and Mobile Phones As many people have bundled packages in recognition that people may occasionally use their own phones and internet etc for parish purposes we would pay £5 per month as a contribution towards their bills.

Travel

The PCC encourages people to travel in an environmentally friendly way.

Public Transport Reimburse in full the public transport costs for journeys undertaken principally on church business. Receipts, tickets or Oyster summaries should be provided.

Bicycle Cycling is encouraged, but rather than paying a mileage rate which is cumbersome to record, we will pay up to £75 a year for the maintenance and repair of bicycles used on official business.

Travel by Car and Motorbike Car mileage is paid at the maximum tax free amount permitted by HMRC, currently 45p a mile for cars and 24p a mile for motorbikes. This rate is payable for journeys within London, the Diocese of Southwark and for longer journeys where there is no cheaper public transport option available. Normally only the cost of fuel will be met for longer journeys not meeting this criteria. A record of mileage should be kept for inspection by HMRC, but only the total mileage for the period being claimed for needs to be entered on the claim form. Parking on official business will be reimbursed.

Books and Periodicals and Electronic Subscriptions an allowance of £150 a year for books, newspapers and journals will be available. This can include subscriptions to one weekly church newspaper and one monthly theological journal. All items must be claimed with proof of purchase.

Training and Retreats Funding of up to £250 a year is available for training and retreats. These items should be agreed in advance with the Clergy or Church Wardens. Larger sums may be approved by application to the individual church committee.

Spiritual Direction

A contribution of £175 a year towards Spiritual Direction is available. These items should be agreed in advance with the Clergy or Church Wardens. Larger sums may be approved by application to the individual church committee.

Miscellaneous Items

Other items that are appropriate to claim include stationary etc.

Note on the Loss of Receipts

Where the receipt for an item has been lost a signed attestation stating the value and item purpose of the expense and that the receipt has been lost will normally be accepted by the counter-signatory. People are encouraged to keep good records.

Exceptional Claims

Claims for amounts larger than those prescribed in the policy will be considered by their Church Committee.

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PCC Lay Readers and SPAs Expenses Reimbursement Claim Form

Expenses for the Month of

Expenses claim for Name

Item	Number	Cost	Total
Car/Motorbike mileage		@ 45p a mile	
Parking			
Public Transport			
Postage first class stamps			
Second Class Stamps			
Other postage			
Books and Subscriptions			
Spiritual Direction			
Training and Retreats			
Other Items			
Total Claimed			

Signed

Date

Countersigned

Date