

Expenses Policy

INTRODUCTION

This policy applies to all Circuit Staff in Ministry (Lay or Ordained), Circuit Stewards and other voluntary workers.

The Circuit aims to ensure that all workers (paid or voluntary) are not out of pocket due to their roles within the Circuit.

Individuals have a responsibility to make sure their expenses are reasonable, they do not spend more than is necessary and take advantage of offers.

PROCEDURE

All expenses claims should be made on the official form, available from the Circuit Treasurer.

These should be sent to the Circuit Treasurer for payment at the end of each month. The claimant can choose to only submit expenses quarterly if they prefer.

The Circuit reserves the right not to pay claims that relate to costs incurred more than 4 months previously.

Mileage records must be kept for HMRC purposes and should be attached to the relevant expenses claim.

All receipts relating to parking, ink cartridges, stationary expenses or other expenses should be attached to the claim. The Circuit reserves the right to not reimburse expenses if they are not supported by receipts.

The Circuit Treasurer will then check the claim, request more information if needed and will pay valid claims by BACS within 1 week.

EXPENSES

If an individual expense is under £50 that can be claimed on the form with a receipt as back up.

If a worker (paid or voluntary) wishes to spend over £50 or is making an unusual purchase, they should inform the Circuit Treasurer and Superintendent in advance to check this is within budget and will be repaid. The receipt should still be attached to the claim form and the Circuit Treasurer copied in on emails agreeing to the cost.

The Circuit allows full-time ministers to claim a £100 book allowance annually, usually at the start of the financial year.

MILEAGE

Mileage is paid on journeys that are necessary as part of the person's role. Journeys to and from their individual place of work from home are not included.

The Circuit will pay mileage in line with Connexional and HMRC rules and rates. The rates published in this policy will be updated if Connexional or HMRC rates are amended and claims reimbursed in accordance with the updated rate from the effective date.

Car drivers can claim 45p/mile for up to 10,000 miles per year and 25p/mile on mileage over that distance. (Note the 10,000 miles are measured within the relevant tax year 6th April to the following 5th April and not the Connexional year. Where staff have been stationed in other Circuits for part of a tax year, individual discussion with the Circuit Treasurer will be required for the first year as the limit of 10,000 is in aggregate).

Motorcyclists can claim 24p/mile and cyclists 20p/mile.

Car drivers can claim 5p/mile for passengers if they are giving that person a lift to a conference or event that the passenger would otherwise have to travel to independently by car or public transportation and claim that journey from Circuit funds. (Note for clarification – is this per passenger)

PHONE/INTERNET USAGE

The Circuit provides and pays for a phone/internet connection to each manse. Ministers are expected to pay a contribution to cover personal usage – generally by deducting £5/month from their expenses claim to cover this.

The Circuit will not pay for television packages as part of a phone/internet contract. If the minister wishes to have these, they will need to reimburse the Circuit for the full extra cost.

The Circuit will provide a mobile phone for lay workers who request one if it is necessary to undertake their role. A mobile phone will be provided and a contract set up and paid for directly by the Circuit.

ACCOMODATION AWAY

The Circuit will pay reasonable accommodation costs where this is necessary and by prior agreement with the Superintendent minister.

Version	Comment	Date
1	Approved for issue by the Circuit Stewards	March 2025
2	Updated to Charnwood & Mowbray Circuit	August 2025