

Employees Expenses Policy

Introduction

This policy sets out the Leeds Diocesan Board of Finance (“LDBF”) guidelines on how employees can claim for expenses incurred in the performance of their duties for the LDBF.

The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes.

Procedure

The LDBF will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with the authorised duties that you undertake in the course of your employment.

To claim for expenses, you must use the LDBF’s expenses claim form which is available by visiting the following webpage: <https://www.leeds.anglican.org/finance/useful-links> You should set out the reasons why the expense was incurred on the claim form.

Expenses will not be paid unless supporting evidence is provided with the completed expenses claim form. This should include original receipts or invoices with the date and time of the transaction. When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey.

Once completed and signed, you should submit your expenses claim form to your line manager. Once your line manager has approved the claim form they should send it to the Diocesan Finance Department by emailing finance@leeds.anglican.org or placing in the tray on the second floor.

All expenses should be submitted within three months of being incurred and within two weeks of the end of the financial year (i.e. 31 December). Expenses older than three months will require sign-off from the Diocesan Secretary or Chief Financial Officer.

The LDBF may return an expenses claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The LDBF will pay claims for authorised expenses by BACS transfer into the same bank account into which your salary is paid.

Travel

Employees should consider whether or not travel is necessary to meet the LDBF’s objectives or if there are more appropriate means such as by arranging a conference call or Skype. It is expected that you will travel by the most cost-effective mode of transport taking into account

the journey time and nature of the journey. Travel arrangements should be confirmed with your line manager before costs are incurred.

Budgeting Tip: Did you know that it's often cheaper to use websites such as <https://new.trainsplit.com/> to book your train tickets.

Air

Air travel is not the norm for the LDBF's employees. If there are exceptional circumstances, please contact the Chief Finance Officer and/or Diocesan Secretary before making a booking.

Rail

Where possible, rail journeys should be booked in advance to benefit from any discounts for early booking. Employees should, where possible, use any rail cards or season tickets that have already been paid for as part of their normal commute to the office, towards any journey taken on diocesan business, where this is more economical. All train travel should be booked in standard class.

Taxis

You may claim for a taxi fare only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together;
- where personal security and safety of employees is an issue; or
- any other circumstances agreed in advance.

You must obtain a receipt with the details of the date, place of departure and destination of the journey.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with several employees or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

The LDBF accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The LDBF will not pay for the cost of any insurance policy on your own car.

To claim for fuel expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The LDBF will pay you a mileage allowance of 45p per mile for

mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs.

Where convenient, those travelling to the same meeting should share transport. If the passengers are employees/clergy/volunteers of the LDBF and are travelling for the same purpose, then 5p per mile per passenger can be claimed in addition to the normal mileage rate.

Office-based Staff

The LDBF will pay for additional mileage costs incurred for business purposes. If travelling direct from home to a meeting and not passing the office¹, then the full cost of travel can be claimed. If travelling from the office or your journey requires you to pass the office¹, only the mileage from the office can be claimed. This principle is often known as the “lesser of” rule.

A more detailed explanation of this is provided in Appendix A.

Accommodation

Claims should be in line with the NCIs guidance for attendance at General Synod. A copy of the guidance is available from the Members’ Resources section of the General Synod page of the [Church of England website](#).

Note; the NCI guidance for “Incidental Overnight Expenses” does not apply to diocesan employee claims.

It is the employee’s responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

For employees to be reimbursed for expenditure incurred on a meal, they must have:

- Been prevented from following their normal meal arrangements.
- Incurred expenditure additional to their normal outlay.
- Necessarily incurred that expenditure.

Please see below for specific information regarding expense claims:

- Breakfast – £5 (*if away from home before 7:00am*)
- Lunch – £6 (*only if away overnight*)
- Dinner – £20 (*if not home before 8:00pm or staying away overnight*)
- Subsistence (*e.g. refreshments such as tea, coffee or water if away from home or office for at least 3.5 hours*) - £5 per day

The cost of alcoholic drinks cannot be reclaimed.

¹ This is a directional requirement, rather than specific. For example, if travelling from Ripon to Halifax this would be deemed as passing the office and the claim would be from the office. If travelling from Ripon to Skipton the full journey could be claimed.

All expense claims must be accompanied by receipts.

Hospitality

Working lunches are meetings necessarily held over the lunchtime period where it is not reasonably practicable to allow participants to make their own lunch arrangements. There should generally be at least one non-employee present. Claims should clearly state names of all the attendees and the purpose of the meeting.

Working lunches for meetings at the Diocesan Office should be provided through one of the LDBF's preferred suppliers and invoiced directly. However, it is recognised that on occasion it may be appropriate to meet with a business contact at a café/coffee shop. In such instances claims should not exceed £6 per person.

While it is wholly appropriate to claim the cost of your guest's meal, you are encouraged to consider deducting the cost of the meal you would otherwise be having. This is a difficult area and you are encouraged to seek guidance from your manager before this sort of meeting or entertainment.

The cost of alcoholic drinks and excessive gratuities will not be refunded.

The LDBF will not normally reimburse the costs of team meals other than in exceptional cases where prior authorisation has been given by the Diocesan Secretary.

Gifts

Any gifts, rewards or entertainment that you receive from suppliers or other Diocesan or business contacts should be reported immediately to your line manager and the Diocesan Secretary. In certain circumstances, it may not be appropriate to retain such gifts and you may be asked to return gifts to the sender, for example, where there could be a real or perceived conflict of interest. As a general rule, small tokens of personal appreciation, for example flowers, may be retained by employees.

Gifts received from suppliers (e.g. at Christmas) should be pooled and then made available for a free raffle.

Telephones

Mobile phone bills that are being reimbursed by the LDBF should cost no more than £20 per month. If the total cost is above £20, the LDBF will contribute £20 towards the cost.

Budgeting Tip – Have you checked that you are on the best plan recently?

If an employee's 'normal place of work' (as per their employment contract) is at home, then the LDBF will reimburse office holders landline, broadband and other incidental costs upon

provision of actual receipts up to the costs of £18 a month². If the total cost is above £18, the LDBF will contribute £18 towards the cost.

Stationery / Office Expenditure

For office based employees all stationery / office supplies are provided. However, if it is demonstrably cheaper to purchase elsewhere and prior approval is received this will be permitted. For non-office based employees, stationery / office expenditure should be purchased through the LDBF's preferred suppliers, unless it demonstrably cheaper to do otherwise and prior approval has been received.

False Claims

If the LDBF considers that any expenditure claimed was not legitimately incurred on behalf of the LDBF, it may request further details from you. The LDBF will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the LDBF's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts to induce a person to take improper action; and
- receipt by you of hospitality and/or gifts from business or diocesan contacts that they may be perceived to influence your judgement.

The LDBF will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the LDBF may report the matter to the police for investigation and criminal prosecution.

² HMRC require amounts above £18 to be reported and may deem these to be taxable benefits: <https://www.gov.uk/expenses-and-benefits-homeworking/whats-exempt>

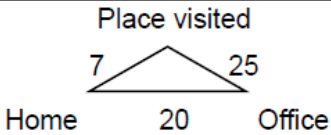
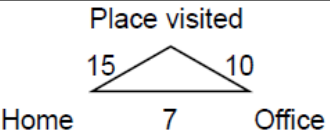
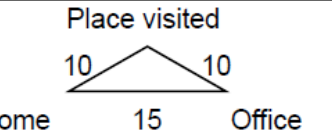
Appendix A – Mileage Claims

The mileage policy is sometime known as the “lesser of” rule. This principle applies when you travel on official business to somewhere other than your normal place of work by private vehicle. The reimbursement you are entitled to receive is limited to the lesser of either:

- the actual travel costs you incur; or
- the costs you would have incurred if your journey had begun from your permanent office by the shortest practicable route.

If journeys start and end at the permanent office the “lesser of” rule need not be applied and full travel costs may be claimed.

The following table illustrates the principle:

			
1) Home to place visited and back to home	Claim = 14 miles i.e. actual mileage met as shorter than travelling from base to place visited	Claim = 20 miles i.e. limited to return mileage between office and place visited	Claim = 20 miles i.e. actual mileage = distance between office and place visited
2) Office to place visited and back to office	Claim = 50 miles i.e. actual mileage because journey starts and ends at office	Claim = 20 miles i.e. actual mileage because journey starts and ends at office	Claim = 20 miles i.e. actual mileage because journey starts and ends at office
3) Home to place visited to office	Claim = 32 miles i.e. actual mileage met as shorter than return journey between office and place visited	Claim = 20 miles i.e. actual distance limited to return mileage between office and place visited	Claim = 20 miles i.e. actual mileage = return mileage between office and place visited
4) Office to place visited to home	Claim = 32 miles i.e. actual mileage met as shorter than return journey between office and place visited	Claim = 20 miles i.e. actual distance limited to return mileage between office and place visited	Claim = 20 miles i.e. actual mileage = return mileage between office and place visited