EXPENSES POLICY

The PCC agrees to reimburse certain personal expenses incurred by employees or volunteers acting on church business within the following criteria:

Travel

All travel has to be pre-authorised by the budget holder or manager

- Car travel rates are 55p per mile up to 10,000 miles per year and 25p per mile over 10,000 miles per year
- Motorcycle rates are 24p per mile irrespective of the distance travelled
- Bicycle travel rates are 20p per mile irrespective of the distance travelled
- If travelling by public transport then economy tickets should be purchased

All air travel must be pre-authorised by the PCC or Standing Committee before booking.

Accommodation

The PCC or Standing Committee must pre-authorise overnight accommodation. This should be in budget hotels/ B&B only.

Food

Only subsistence meals can be reclaimed, in agreement with the budget holder or PCC. Reasonable efforts should be made to avoid particularly expensive eating establishments. No alcohol costs will be reimbursed.

Entertainment

The PCC does not normally reimburse entertainment expenses. Any such expenses must be pre-authorised by the PCC or Standing Committee.