

EXPENSES – RATES AND ALLOWANCES (valid from 1 April 2009)

1. Mileage Rates for Travel by Car

a. **Local** Mileage Rates - for use of own car on Diocesan business within the Diocese:

- The first 10,000 miles per year **40p per mile** (The “Full Rate”)
- Over 10,000 miles per year **25p per mile** (The “Reduced Rate”)

(A year for this purpose is the tax year starting on 6 April).

b. **‘Public Transport’** Mileage Rates - for use of own car for journeys outside the Diocese

- Basic public transport rate **25p per mile**

c. **Passenger** Rate

- For each passenger carried **5p per mile**

A ‘qualifying’ passenger is a person who would otherwise be eligible to claim reimbursement from the Board.

These rates are within the Inland Revenue approved mileage rates under its Fixed Profit Car Scheme and are therefore tax free.

2. Accommodation & Subsistence Rates

a. Overnight Accommodation allowance limits – you may claim up to:

- **£108 per night** in inner London
- **£94 per night** elsewhere.

to include bed & breakfast.

b. Maximum day subsistence allowances:

- **£6.50** for breakfast (where overnight absence is **not** necessary); **£8.00** for lunch; **£13.00** for dinner. Breakfast on the London train is allowable in full.

3. Travel by Motorcycle

The Diocesan Board of Finance has approved the following mileage rate for business travel:

- by motorcycle: **13p per mile**

Notes on Claiming Expenses

- The Expenses Claim form must be properly completed and adequately substantiated with receipts and invoices before being submitted, otherwise the claim may not be paid.
- To ensure prompt reimbursement, please ensure that the accounts department at Diocesan House is aware of your bank account details.
- Claims should normally be submitted monthly.

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