

LANCASTER ROMAN CATHOLIC DIOCESE

POLICY FOR THE PAYMENT OF MILEAGE ALLOWANCES AND OTHER EXPENSES

Mileage allowances

- 1) The provisions of the Diocesan Policy "Motor Vehicles Used on Diocesan Business" must be complied with. It is for an individual to familiarize themselves with this policy and a copy is available on request from the Diocesan Finance Office.
- 2) A mileage allowance can only be claimed for travel in connection with diocesan business.
- 3) A log of journeys must be kept.
- 4) There will be different rates for a personally owned vehicle and for a diocesan owned vehicle.
- 5) The rate of the mileage allowance for personally owned vehicles is as prescribed by the Bishop which is reviewed and announced annually.
- 6) For diocesan owned vehicles only the cost of fuel used on diocesan travel can be claimed.
- 7) Non clergy and non staff may be restricted to claiming the cost of fuel incurred.
- 8) A cash advance or fuel float will not be provided except in cases of hardship and on application to the Financial Administrator and with his agreement.
- 9) Claims must be made on a standard diocesan claim form.
- 10) All claim forms must be completed correctly and fully showing the period of the claim, recording details of all the expenses claimed, printing the name of the claimant and be signed and dated by the claimant.
- 11) The claim form must include a log of all journeys and mileage claimed for.
- 12) A claim period must not straddle a tax year.
- 13) All claims must be approved by your Parish Priest/Head of Commission/Line Manager.
- 14) Claims should normally be made within three months of expenses being incurred, unless your Parish Priest/Head of Commission/Line Manager has agreed otherwise. A claim made after more than three months may be refused.

Expenses other than mileage

- a) The expense must be incurred wholly and exclusively in connection with diocesan business.
- b) The expenditure should be pre-approved by your Parish Priest/Head of Commission/Line Manager.
- c) Each item of expenditure must be accompanied by a receipt.
- d) No claims will be accepted for any round sum for expenses.
- e) There will be no payment for meals or drinks unless required to stay away from home in which case a subsistence allowance will be agreed in advance
- f) Expenses cannot be claimed in advance.
- g) A cash advance or fuel float will not be provided.
- h) All claim forms must be completed correctly and fully showing the period of the claim, recording details of all the expenses claimed, printing the name of the claimant and be signed and dated by the claimant.
- i) A claim period must not straddle a tax year.
- j) All claims must be approved by your Parish Priest/Head of Commission/Line Manager.
- k) Claims should normally be made within three months of expenses being incurred, unless your Parish Priest/Head of Commission/Line Manager has agreed otherwise. A claim made after more than three months may be refused.

Failure to comply with the above could result in the claim being rejected.

In additional failure to comply could also result in a taxation and or National Insurance liability on both the individual and the Diocese.

Prepared: 17 August 2015

Approved by Bishop and Board of Diocesan Trustees: 8 September 2015