

**THE CHURCH OF SCOTLAND**

**EXPENSE CLAIMS FOR OFFICIAL ATTENDANCE AT COMMITTEE MEETINGS, CONFERENCES OR  
COMMITTEE BUSINESS (effective from 1 January 2024)**

|        |  |             |  |          |  |
|--------|--|-------------|--|----------|--|
| Title: |  | First name: |  | Surname: |  |
|--------|--|-------------|--|----------|--|

|   |                        |           |  |          |  |
|---|------------------------|-----------|--|----------|--|
| <b>1.</b>   | <b>Meeting details</b> |           |  |          |  |
| Name of Committee being represented/<br>meeting attended: |                        |           |  |          |  |
| Date:   |                        | Location: |  | Purpose: |  |
| Date:   |                        | Location: |  | Purpose: |  |
| Date:   |                        | Location: |  | Purpose: |  |

|                   |                            |                          |   |
|-------------------|----------------------------|--------------------------|---|
| <b>2.</b>         | <b>Accommodation costs</b> |                          |   |
| Number of nights: |                            | Cost (max £75 per night) | £ |

|                         |   |   |   |
|-------------------------|---|---|---|
| <b>3.</b>               | <b>Out of pocket expenses (including meals and subsistence)</b> |   |   |
| Number of days:         |   | Total cost claimed (max<br>£15 per day) | £ |
| Meals                   |   |   | £ |
| Other (provide details) |   |   | £ |

|   |   |                                      |     |
|---|---|--------------------------------------|-----|
| <b>4.</b>   | <b>Travelling expenses</b>  |                                      |     |
| <b>a.</b>   | <b>Mileage</b>  |                                      |     |
| Car – number of miles:  |   | Total cost claimed (25p per<br>mile) | £   |
| Bicycle – number of<br>miles:   |   | Total cost claimed (20p per<br>mile) | £   |
| Where a car has been used, please explain why public transport was not appropriate:<br>Explanation: |   |                                      |     |
| <b>b.</b>   | <b>Other forms of transport (air, train, bus, ferry, tram, underground etc)</b> |                                      |     |
| Type of transport:  |   | From:                                | To: |
| Cost (receipts required)  |   |                                      | £   |
| Type of transport:  |   | From:                                | To: |
| Cost (receipts required)  |   |                                      | £   |
| Type of transport:  |   | From:                                | To: |
| Cost (receipts required)  |   |                                      | £   |
| Type of transport:  |   | From:                                | To: |
| Cost (receipts required)  |   |                                      | £   |
| Type of transport:  |   | From:                                | To: |
| Cost (receipts required)  |   |                                      | £   |
| <b>c.</b>   | <b>Parking and other travel costs</b>   |                                      |     |
| Parking   |   |                                      | £   |
| Other travel costs  |   |                                      | £   |

|                            |          |
|----------------------------|----------|
| <b>Total costs claimed</b> | <b>£</b> |
|----------------------------|----------|

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|   |                          |           |  |            |  |
|---|--------------------------|-----------|--|------------|--|
| <b>5.</b>   | <b>Other information</b> |           |  |            |  |
| Please provide bank account name, sort code and account number with every claim – payment will be made directly to this bank account  |                          |           |  |            |  |
| Bank account name   |                          | Sort code |  | Account no |  |
| I certify that the above amounts are in accordance with the attached Expenses Policy for Committee members and claims are made only within the limits provided. I hereby claim a refund for actual expenses (capped at the prescribed rate) as incurred by me in attending the above meeting, conference or committee business. |                          |           |  |            |  |
| Date:   |                          | Signature |  |            |  |
| Email address   |                          |           |  |            |  |

**For Office Use Only:**

Authorised for payment by the budget holder, in line with UE Financial Regulations and Policies.

|             |  |      |  |           |  |
|-------------|--|------|--|-----------|--|
| Name        |  | Date |  | Signature |  |
| Budget code |  |      |  |           |  |

## THE CHURCH OF SCOTLAND

### EXPENSE CLAIMS FOR OFFICIAL ATTENDANCE AT COMMITTEE MEETINGS, CONFERENCES OR COMMITTEE BUSINESS (effective from 1 January 2024)

#### Expenses Policy for Committee Members

General Assembly appointed Members and co-opted representatives of Committees are entitled to claim a refund of expenses incurred by them in attending meetings of, or in undertaking deputation of work on behalf of, the bodies they represent, subject to the following provisions.

1. A separate claim must be completed for each meeting or deputation of work. However, it is recognised that several meetings may take place at one location and in this case one form may be used. The individual meetings should be clearly marked on the form and where appropriate the costs split by meeting.
2. Accommodation costs. Where a member or nominated representative of a Committee is required to attend a meeting which starts at an early hour so as to involve their leaving home the previous day; or the meeting finishes too late to enable getting back home on the same day; they may claim actual accommodation expenses, not exceeding £75 for each night away from home, provided a receipt is produced.
3. Out of pocket expenses. Members attending the meeting may claim actual out of pocket expenses, not exceeding £15 per day. This is to cover all out of pocket expenses including meals and subsistence.
4. Travelling expenses. Members are expected to travel by the most cost-effective and environmentally friendly manner wherever possible. Where a car has been used instead of public transport, an explanation is required for this. Expenses may be claimed in respect of travel from their home address to the place of the meeting as follows:
  - Cost of standard bus or rail fare;
  - Cost of boat/ferry when required as part of the journey;
  - Where location of cost necessitates travel by air, economy class air fare may be claimed;
  - Other forms of public transport as required eg tram
  - Where there is no public transport available a car or taxi may be used as appropriate. For taxi journeys receipts must be provided.
  - Where no public transport is available for the whole or part of the journey or where the existing public transport would not permit timeous arrival at meetings, a rate of 25p per mile may be claimed for the use of the member's car, or 20p per mile for the use of the member's bicycle.
5. For all forms of transport details must be provided for either the number of miles travelled (car) or the place of departure and arrival. This is to provide sufficient detail to record CO2 emissions as instructed by the General Assembly 2023.
6. Receipts must be attached for all expenses other than mileage. Failure to attach receipts will result in a delay in the reimbursement of expenses.
7. All relevant areas on the form must be completed. Failure to do so will result in the form being returned and reimbursement delayed.
8. All claims will be reimbursed by an electronic bank transfer direct to your bank account. It is necessary to include your banking details on every form to ensure we have the correct information to make the payment. A remittance advice will be emailed to the email address provided once the payment has been made (note the subject line on the email will be "Payment Specification" and there will be an attachment with a randomly generated file name).
9. All claims must be submitted for payment as soon as possible after the meeting. All expenses must be claimed within 3 months of the meeting date. Failure to submit within these timescales will result in the claim being refused.

The completed claim form should be emailed to the person arranging or hosting the meeting. All claims will be reviewed and authorised by the relevant Budget Holder before submission to the Stewardship & Finance Department. The Budget Holder must confirm all claims are within policy, provide the relevant budget code and approve it for payment. Claims should not be submitted directly to the Stewardship & Finance Department.