

## LICHFIELD DIOCESAN BOARD OF FINANCE

### 2025/26 GENERAL SYNOD MEMBERS EXPENSES CLAIM FORM

This form applies from 6<sup>th</sup> April 2025 to 5<sup>th</sup> April 2026

Please insert your name and address in the box below

Car make and model for  
Mileage claims

Date of meeting.....

Venue.....

Time away from home:

From am/pm  
To am/pm  
Total hours away

Day 1	Day 2	Day 3	Day 4	Day 5	Total

#### Expenses – Please refer to notes overleaf

Car Mileage							
1.	Car cost 45p per mile						
2.	Rail fares						
3.	Other public transport						
4.	Taxi Fares						
Total Travel Cost							
5.	Accommodation						
6.	Subsistence						
7.	Loss of earnings						
	<b>TOTAL CLAIM</b>						

I wish to claim the expenses detailed above which I incurred attending the General Synod on the dates specified above.

If we do not already have your bank details, please provide below:-

Bank name..... Branch.....  
Sort Code..... Account Number.....  
Account name.....  
Signed.....  
Email for Remittance.....

Signed.....

Date.....

Authorised.....

Date.....

Please email your completed form and receipts / documentation to:- [finance@lichfield.anglican.org](mailto:finance@lichfield.anglican.org)

## **LICHFIELD DIOCESAN BOARD OF FINANCE**

### **Compliance notes for expenses.**

All expense claims except mileage claims should be supported by appropriate receipts or other documentation attached to the claim form. All claims should be submitted within 3 months, but no later than 6 months of the meeting to which they relate.

#### **Car mileage**

Paid only if public transport is not practicable. Reimbursement is at the HMRC transport rate of 45p in line with recommendations from Archbishops' Council. If public transport is practicable, mileage reimbursement will be limited to the estimated cost of 2nd class fares. Car make and model is collected for overall, anonymised, carbon footprint calculations.

#### **Rail Fares**

These should be 2nd class and should be supported by tickets. Please include from and to locations.

#### **Other Public Transport**

This includes coach, bus and underground fares which should be supported by tickets. Please include from and to locations.

#### **Taxi Fares**

Please only use a taxi in unavoidable circumstances. Please include from and to locations.

#### **Accommodation and Subsistence**

The actual costs will be reimbursed provided they are reasonably incurred and do not exceed the allowances commended to the diocese by Archbishops' Council.

##### **\* Breakfast**

£8.00 If journey started before normal daily departure time.

##### **\* Lunch**

£7.00 Additional costs over and above normal lunch costs.

##### **\* Dinner**

£25.00 If staying away from home or not returning home before 10pm.

£6.00 Refreshments such as Tea, Coffee, Water etc.

##### **\* Overnight Allowance**

Inner London £180.00

Elsewhere £150.00

#### **Loss of Earnings**

Payments can be made to lay persons for ACTUAL loss of earnings, subject to the maximum amount of £220.00 per day This must be supported by the following documentation:

\* Self employed a self certificate that they have forgone that amount of income.

\* Paid employment a certificate from the employer

(i) that unpaid leave is being taken and

(ii) of the cost to the employee (i.e. pay forgone after tax is deducted).

Should you wish to claim under this heading, please complete and sign the relevant declaration below:

*I have incurred ..... days loss of earnings by attending this meeting. My daily rate of pay is £..... I agree to take full responsibility to notify the appropriate authorities of any payment I may receive for loss of earnings.*

*Signed..... Date.....*