

Highworth Community Church (HCC) Expenses Policy

1. General policy

- 1.1 Highworth Community Church will reimburse all reasonable expenses which leaders, trustees, employees and volunteers have wholly, necessarily and exclusively incurred in the proper performance of their duties, provided that they fully comply with this policy.
- 1.2 Prior to incurring any expenses for or on behalf of HCC, approval should be sought from the relevant leader or trustee.
- 1.3 To claim for expenses incurred, a claim form with receipts attached should be submitted to the relevant leader or trustee to sign off, before being passed onto the administrator to the trustees for payment.
- 1.4 Claims for expenses must be submitted promptly or as soon as practical after the expense has been incurred.
- 1.5 Any attempt by employees to knowingly or falsely claim expenses in breach of this procedure or any guidelines issued by HCC will result in action being taken under HCC's Disciplinary Procedure. If the matter concerns volunteers, this will be addressed by the leadership.

2. Business Travel on Church Matters

- 2.1 Leaders, trustees, employees and volunteers who are required to travel on church matters will have their reasonable expenses reimbursed.
- 2.2 Travel on church matters should be at the economy rate appropriate to the relevant means of transport. The form of transport used should be safe, cost-effective and the most appropriate for the circumstances.
- 2.3 Employees/volunteers may claim for using their own car on matters relating to HCC at the rate of 45p per mile. It is the employee's/volunteer's responsibility to ensure that their vehicle is roadworthy and adequately insured.

3. Use of Mobile Phone

- 3.1 HCC will provide the Employee (where deemed necessary for their role) an allowance of £15 (net) per month to be used towards a mobile phone contract or 'pay as you go' option. This allowance is for the purpose of church business use only.

4. Adoption of this policy

- 4.1 The trustees of HCC formally accepted this policy at the trustees' meeting held on 23rd April 2024

Review date: April 2026.