

THE CHURCH OF SCOTLAND
ATTENDANCE AT COUNCIL / COMMITTEE MEETINGS OR CONFERENCES
CLAIM FOR REFUND OF EXPENSES IN 2016

Title _____ First name _____ Surname _____

Meeting/Visit Details

Name of council/committee being represented _____

Meeting 1: Date _____ Place _____ Purpose _____

Meeting 2: Date _____ Place _____ Purpose _____

Meeting 3: Date _____ Place _____ Purpose _____

Accommodation Expenses _____ £ _____

Out-of-Pocket Expenses Meals _____ £ _____

Other (detail) _____ £ _____

Travelling Expenses Fares (detail) _____ £ _____

Car Mileage (.....miles @ 25p per mile) _____ £ _____

Cycle Mileage (.....miles @ 20p per mile) _____ £ _____

TO: _____ FROM: _____

Parking _____ £ _____

Total £ _____
 =====

Receipts must be provided for all expenses claimed, other than mileage.

Bank sort code: ___ ___ ___ ___ Bank Account number _____

Please provide sort code and account number with every claim.

I certify that the above amounts are in accordance with the provisions printed overleaf and the Expenses Policy for Council/Committee members. I hereby claim a refund of the **actual expenses** incurred by me in attending the above Meeting/Conference/Deputation of work:

Date _____ Signature _____

E-Mail Address _____

Authorised for payment by the Council / Committee Secretary

Date _____ Signature _____

FOR OFFICE USE ONLY:

Account Number _____ **Cost Centre** _____ **Cost Unit** _____

Narrative _____

Notes

Members and nominated representatives of Councils, Committees and Statutory Corporations 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 should 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. Please detail the individual meetings at Meeting 1, Meeting 2 and so on.
2. **Accommodation Expenses** – Where a member or nominal representative of a Council, Committee or Statutory Corporation, (a) is called to a meeting to be held at such an early hour as to involve his/her leaving home the previous day, or (b) is called to a meeting which goes on too late on that night, he/she may claim **actual** accommodation expenses, not exceeding £45.00 for each night away from home, provided a receipt is produced.
3. **Out-of-Pocket Expenses** – Members attending Council / Committee Meetings may claim **actual** out-of-pocket expenses, not exceeding £10.00 per day.
4. **Travelling Expenses** – Members are expected to travel by the most cost-effective and environmentally-friendly manner wherever possible. Expenses may be claimed in respect of travel from their home address to the place of meetings of Councils, Committees or Statutory Corporations, as follows:- (a) the cost of bus fare or standard-class rail fare, (b) where a journey is partly made by boat, this fare may be charged, (c) where location or cost necessitates travel by air, economy class air fare may be charged, (d) 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 members' cars and the cost of parking may also be claimed, or **20p** for use of members' bicycles.
5. Receipts must be attached for **all** expenses claimed other than mileage. Failure to attach these will result in a delay in payment of expenses.
6. All claims will be met by means of an electronic bank transfer direct to your bank account. It is necessary, to correctly identify claimants, that your bank sort code and account number are entered **each time** you claim. From early 2016 we will be able to e-mail a remittance advice to you detailing the expenses reimbursed. If you choose to receive remittances you will only need to provide your email address once unless it changes.
7. All claims must be submitted for payment as soon as possible after the meeting. A degree of flexibility will be shown in timescales for submitting an expenses claim. It is, however, expected that these will be submitted within the month of the date when the expenses were incurred or as an absolute limit within 3 months. Failure to submit a claim within these timescales may result in the payment being refused. More information and guidance can be found in the Council of Assembly, Expenses Policy for Council/Committee Members.

The completed claim form should be handed to a member of the Secretariat of the Council, Committee or Statutory Corporation at the end of the meeting or should be posted to a member of the Secretariat after the meeting. Claims must be authorised by the Council / Committee Secretary **before** submission to the Stewardship & Finance Department. Claims should **not** be submitted directly to the Stewardship & Finance department.

Effective from January 2016