

THE CHURCH OF SCOTLAND

**EXPENSE CLAIM FOR REFUND FOR IN PERSON ATTENDANCE AS COMMISSIONER
AT 2024 GENERAL ASSEMBLY, EDINBURGH**

Name:			
Commissioner Number:			
Name of Presbytery:			

1.	Meeting details			
Name of Committee being represented/ meeting attended:				
Date:		Location:		Purpose:
Date:		Location:		Purpose:
Date:		Location:		Purpose:

2.	Accommodation costs (receipts to be attached) and daily travel during stay		
Number of nights:		Cost (max £100 per night)	£
Gift in lieu of accommodation (£80 total)			£
Daily return bus/tram fares (maximum £4.00 per day) within Edinburgh:			
Number of days:		Cost (max £4 per day)	£

3.	Out of pocket expenses (including meals and subsistence)		
Number of days:		Total cost claimed (max £20 per day)	£

4.	Travelling expenses		
a.	Mileage		
Car – number of miles:		Total cost claimed (20p per mile)	£
Bicycle – number of miles:		Total cost claimed (20p per mile)	£
Where a car has been used, please explain why public transport was not appropriate: Explanation:			
b.	One return fare between home and Edinburgh		
Type of transport:		From:	To:
Cost (receipts required)			£
Type of transport:		From:	To:
Cost (receipts required)			£
Type of transport:		From:	To:
Cost (receipts required)			£
c.	Day return fares from outside Edinburgh		
Number of days			
Type of transport:		From:	To:
Cost (receipts required)			£
Type of transport:		From:	To:
Cost (receipts required)			£
Total costs claimed			£

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5.	Other information				
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 Refund of Commissioners' Expenses 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 General Assembly as a Commissioner.					
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					

Any claims sent by post should be addressed to:

Stewardship and Finance Department, Church of Scotland, 121 George Street, Edinburgh EH2 4YN

Or send via email to:

CommissionerExpenses@churchofscotland.org.uk

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Expenses Policy for Refund of Commissioners Expenses

Commissioners are entitled to claim a refund of expenses incurred by them in attending the General Assembly, in accordance with the following provisions:

Expenses will be refunded by means of a bank transfer direct to the Commissioner's bank account.

- 1) Overnight Accommodation.
 - a) Commissioners living away from home may claim, up to a maximum of £100 per night, reimbursement of Overnight Accommodation expenses incurred, for every night involved in attending the Assembly (e.g. in some cases this will include the night before the Assembly opens, or the night after it closes, or both).
 - b) A Commissioner who is claiming Overnight Accommodation shall also be entitled to claim Travel Expenses, up to £4 per day, for travel within Edinburgh.
 - c) A receipt must be provided for Accommodation expenses.
 - d) Commissioners staying with family or friends may wish to give a gift or provide a meal for their hosts. A limit of £80 will apply (e.g. a meal out for three people, excluding alcohol). A receipt must be provided.
- 2) Out of pocket expenses. Commissioners attending the General Assembly may claim actual out of pocket expenses, not exceeding £20 per day. This is to cover all out of pocket expenses including meals and subsistence. Please attach receipts.
- 3) Travelling expenses. Commissioners 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 General Assembly 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 commissioner's car, or 20p per mile for the use of the commissioner's bicycle.
- 4) 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.
- 5) Receipts must be attached for all expenses other than mileage. Failure to attach receipts will result in a delay in the reimbursement of expenses.
- 6) All relevant areas on the form must be completed. Failure to do so will result in the form being returned and reimbursement delayed.
- 7) 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).
- 8) All claims must be submitted for payment as soon as possible after the General Assembly. All expenses must be claimed within 21 days of the close of the Assembly.
- 9) Failure to submit within these timescales will result in the claim being refused.

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- 10) Expenses may be claimed only by Commissioners who have recorded their attendance at a minimum of 13 out of 17 sessions of the Assembly. (For the purposes of recording attendance there are four sessions of the Assembly on Saturday, Tuesday and Wednesday. There are three sessions on Monday. The morning and afternoon sessions on Thursday are two separate Business Sessions in themselves). These are all marked on the Timetable.
- 11) In exceptional cases, where there may have been extenuating circumstances, (e.g. illness or urgent parish duty) expenses may be paid for fewer than 13 recorded attendances/organisations sessions. The executive of the Assembly Business Committee shall be the final arbiter of such circumstances.
- 12) When a meeting of the Commission of Assembly is called, Commissioners may claim expenses, as appropriate, on the same terms as for the Assembly.
- 13) Please ensure your voting handset is returned - the payment of expenses will be subject to the return of the voting handset

The completed claim form should be emailed to CommissionerExpenses@churchofscotland.org.uk or by post to Stewardship and Finance Department, Church of Scotland, 121 George Street, Edinburgh EH2 4YN