

Bishop's Stortford Baptist Church (BSBC)

Expenses Policy

Paid Staff

Expenses will be reimbursed to paid staff, subject to the following arrangements:

- Expenses should only be claimed for costs necessarily incurred in carrying out the duties of your employment with BSBC (other than the costs of travel to and from your normal place of work which cannot be claimed)
- Expenses should be claimed on a monthly basis, using the approved form.
- BSBC will seek to reimburse expenses within 21 days of the claim.
- All expenses must be supported by appropriate records and receipts, and these must be submitted with the claim form.
- Expenses for qualifying journeys made by car will normally be reimbursed at the rate of 45p per mile.
- Where train journeys and overnight accommodation is required, every effort must be made by the claimant to plan well ahead and make use of the cheapest advance rates available.
- Where expenditure is re-claimed for the purchase of goods and materials for the use of BSBC, these purchases must be in line with BSBC's approved budget.
- Expense claims must be authorised by the Church Treasurer.

Trustees and volunteers

BSBC accepts the charitable norm that those accepting the role of trustee or volunteer expect to give of their time, skill and resources. Expenses will be reimbursed to trustees and volunteers, subject to all the arrangements set out above for paid staff.

The trustees should ensure that this policy is made known to potential trustees and volunteers; and the policy should be given to new trustees and volunteers as part of their induction.

Trustees and volunteers who pay income tax and who incur expenses should be aware of the advice given by HMRC regarding the possibility of donating expenses to a charity under the gift aid scheme.

This policy was adopted by the Trustees on 9th November 2020 and will be reviewed every three years.