

GUIDANCE ON THE PAYMENT OF EXPENSES FOR AREA DEANS, LAY DEANS & ASSISTANT AREA DEANS

The Guiding Principle is that no individual or parish should have to incur costs on behalf of the deanery which are not re-imbursed by the deanery or the wider diocese.

The following expenses can be claimed which are incurred in their Deanery role:

- **Mileage** – Claims should detail the destination and purpose of each journey and may be made at the rate of 45p per mile for cars (plus an additional 5p per mile when carrying a passenger who is undertaking the same journey), 24p per mile for motorbikes and 20p per mile for bicycles
- **Other transport costs** – Claims must be supported by receipts and should detail the destination and the purpose of the journey
- **Postage** – Claims must be supported by receipts
- **Hospitality** – reasonable entertaining costs may be claimed as a result of the role. These will only relate to ministry with individuals and not for deanery events. Expenses for deanery events should be claimed from the deanery.
- **Other** – Claims must be supported by receipts and may include stationery, literature, etc used for deanery purposes.

Other Costs :

Where resources are shared (e.g. across a parochial and deanery or diocesan role) the YDBF is willing to make a contribution to the PCC to cover the non PCC element of consumption. This may include administration costs, use of shared technology etc. The responsibility for paying individual bills or expense claims will then lie with the PCC.

To ensure that PCCs are not disadvantaged, this contribution will be paid in advance as agreed with each Area Dean and their PCC Treasurer.

Claims Process

All claims should use the diocesan expense claim form and be submitted to the relevant Archdeacon.

Peter Warry
Diocesan Secretary

Catherine Evans
Finance Manager

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