GUIDANCE ON THE PAYMENT OF EXPENSES FOR DEANERY OFFICERS : DFAs, TREASURERS AND SECRETARIES

The Guiding Principle is that no individual or parish should have to incur costs on behalf of the deanery which are not re-imbursed. We recognise and are grateful for the fact that many individuals choose not to make such claims but offer this guidance for those whose circumstances mean that they need to do so. 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 for the same purpose), 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

- **Other** – Claims must be supported by receipts and may include stationery, literature, etc.

Claims Process
All claims should use the deanery expense claim form and be submitted to the Area Dean for approval.

Peter Warry
Diocesan Secretary

Catherine Evans
Finance Manager

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