



## **PAYMENT AND REIMBURSEMENT OF EXPENSES for Supernumerary Ministers and Local Preachers**

### **1. General**

- 1.1. Poole Bay Methodist Circuit expects that people will get best value for money at all times and act prudently and only incur expenses that are wholly necessary and cost-effective. Examples of good practice include:
- Where appropriate<sup>1</sup> sending an e-mail, rather than writing a letter incurring printing and postage costs.
  - Planning journeys so that people in the same geographical area are visited on the same day.
  - Making use of free minutes or texts as part of a mobile contract
  - Buying ink or paper in bulk when it is on offer.
  - Parking on the road for free rather than paying for parking.
- 1.2. Receipts or invoices should support all expenditure claims. Occasionally it may not be possible to obtain a receipt. Where this is the case the expenses claim must include sufficient detail of the expenses incurred and the reason for not having receipts.
- 1.3. The claim should be checked to ensure it is properly payable and any calculations should be checked. All expense claims must be authorised for payment by an authorised signatory.
- 1.4. All expenses will be paid by BACS. It is therefore the responsibility of the claimant to make sure the Circuit Office have their current bank details when making a claim.

### **2. Supernumerary Ministers and Local Preachers**

- 2.1. Supernumerary Ministers are entitled to claim a preaching fee and travel expenses at the rates recommended by the Methodist Conference and published in the Minutes of the Annual Conference and Directory, see Appendix 2. The mileage rate is usually in line with the approved HMRC rate but any increase applies from September not April.
- 2.2. There is no Connexional policy or recommendation for local preachers' expenses, and it is therefore a matter for each circuit to decide. However, Connexion does maintain the view that circuits have a moral responsibility to pay travel expenses to local preachers on trial or on note.

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1. Consider the message and the best medium to deliver it: it is more appropriate to send a formal thank you letter on printed headed paper, minutes of meetings can be sent attached to e-mails; a memo or informal query can be sent in the body of an e-mail.

- 2.3. Where local preachers have been planned by the Circuit and the local preacher wishes to claim travel expenses, Poole Bay Circuit will pay mileage expenses or reimburse public transport costs.
- 2.4. Where a Church has made a local arrangement<sup>2</sup> with a minister/preacher the Church is responsible for any preaching fee and/or travel expenses.
- 2.5. Supernumerary Ministers and Local Preachers wishing to make a claim should complete the preaching fee claim form at Appendix 1, which is available on the [Circuit website \(Resources > Downloads > Volunteer Claim Form\)](#) or by contacting the Circuit office. The completed form should be sent to the Circuit office, preferably at least once a quarter, but at least once a year before the end of the financial year in August to ensure the expenses are accounted for in the right year.
- 2.6. Claims will be authorised for payment by the Circuit Office Administrator in accordance with the published preaching plans.
- 2.7. Official training resources for local preachers on note or on trial and their tutors will be paid for by the Circuit. Circuit will own these resources and may request their return when their role ends/training is completed.

### **3. Calculating Business mileage**

- 3.1. Mileage will be paid from the agreed base to their destination (and return to base).
- 3.2. The base for Supernumerary Ministers and Local Preachers is their home.
- 3.3. Mileage should be calculated using the car's odometer, the RAC route planner at <http://www.rac.co.uk/route-planner/> or similar and rounded up or down to the nearest of a mile.
- 3.4. Mileage will be paid at the rate recommended by the Methodist Conference and published in the Minutes of the Annual Conference and Directory, see Appendix 2. This is usually in line with the approved HMRC rate but any increase applies from September not April.
- 3.5. The additional passenger rate can only be claimed where the passengers are Ministers stationed at the Circuit, lay employees of the Circuit or Circuit Trustees (members of the Circuit Meeting) and travelling on Circuit business.

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<sup>2</sup> Planned or arranged before the preaching plan is created

**Appendix 1**



**e-mail completed form to:  
office.pbmc@gmail.com**

**PBMC SUPERNUMERARY & LOCAL PREACHER EXPENSES CLAIM FORM**

Name:

Period covered by this claim:

Date	Details of preaching appointments <small>(e.g. home postcode to church &amp; return)</small>	Miles Travelled <small>(45p per mile)</small>	Preaching Fee <small>(Supernumerarys only)</small>	Other Expenses <small>(inc public transport, parking charges etc)</small>
<b>TOTALS:</b>			£       -	£       -
<b>TOTAL CLAIM:</b>			<b>£0.00</b>	

I declare that this claim is accurate and incurred on the business of the PBMC Circuit. By typing my name here, I am signing this form electronically. I agree my electronic signature is the legal equivalent of my manual signature on this claim form.

**Signature:**       **Date:**

(For office use only below this line)

Authorised by: <input style="width: 150px; height: 20px;" type="text"/> Amount payable: £ <input style="width: 150px; height: 20px;" type="text"/>	Date: <input style="width: 100px; height: 20px;" type="text"/>
Paid by: <input style="width: 150px; height: 20px;" type="text"/> Ref: <input style="width: 150px; height: 20px;" type="text"/>	Date: <input style="width: 100px; height: 20px;" type="text"/>

## Appendix 2

### Mileage rates and Preaching fee

#### Mileage Rates

The Circuit will pay the following rates from 1<sup>st</sup> September 2023:

Cars – First 10,000 miles	45p per mile
Cars – Over 10,000 miles	25p per mile
Motorcycles	24p per mile
Bicycles	20p per mile
Additional passenger rate <sup>3</sup>	5p per mile

#### Preaching Fee

The preaching fee is £30.

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2. The additional passenger rate can only be claimed where the passengers are Ministers stationed in the Circuit, lay employees of the Circuit or Circuit Trustees (members of the Circuit Meeting) and travelling on Circuit business.