



## **PAYMENT AND REIMBURSEMENT OF EXPENSES for Circuit Stewards and Circuit Volunteers**

### **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. Circuit Stewards and other Circuit Volunteers**

2.1. Circuit Stewards and other volunteers (e.g., members of the Circuit Meeting) are entitled to claim travel and other expenses specifically and necessarily incurred in carrying out their role, e.g., postage, stationery.

2.2. Circuit Stewards and other volunteers must pay for their expenses and claim them back using the form at Appendix 1. A copy of the claim form can be downloaded from the Circuit Website ([Resources > Downloads > Volunteer Claim Form](#)) or by contacting the Circuit Office.

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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. Circuit Stewards and other volunteers may occasionally need other resources **for their role**, e.g., a training course or a book. The Superintendent Minister must approve this type of expense in advance.

Circuit God Squad expenses **for church based activities as part of the Circuit ministry** e.g., craft or refreshments. The Superintendent Minister or Church Ministers will approve these once they have been submitted to the Circuit Office.

Circuit Stewards and other volunteers should bear in mind that Circuit will own this resource and it must be returned or passed on to the new office holder when they cease office.

- 2.4. Circuit Stewards and other volunteers should submit the completed claim along with all relevant receipts to the Circuit Office Administrator for authorisation and payment. Please email along with a scanned copy of the receipts to: [office.pbmc@gmail.com](mailto:office.pbmc@gmail.com).

### **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 Circuit Stewards and other volunteers 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 Circuit Trustees (members of the Circuit Meeting) and travelling on Circuit business.

**Appendix 1**



**Poole Bay Methodist Circuit  
Volunteer Expenses Claim Form**

Please e-mail back to the Circuit Office at:  
office.pbmc@gmail.com

Name:

Group volunteering for:

Bank Sort Code:  
Bank Account Number:

**Expenses will be reimbursed on production of the relevant receipts. Please remember to keep receipts, bus tickets etc.**

Date	Item	Cost £	Code <i>for office use only</i>
<b>TOTAL EXPENSES CLAIMED:</b>		£	

I declare that this claim is accurate and incurred during my voluntary role for the above named group.

Signature:

Date:

**OFFICE USE ONLY**

*Agreed by and date:*

*Amount payable:*

*Paid by and reference:*

## Appendix 2

### Mileage rates

#### 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>2</sup>	5p per mile

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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.