

Monthly Expenses Claims – Guidance notes

As the title of the form indicates, it has been agreed that expenses claims from Cumbria Circuit staff will be submitted monthly, except in extenuating circumstances of which your line manager and finance team have been advised. This helps us to better plan and manage our cashflow. This means we can maintain a relatively low balance in our current account, keeping more of the Circuit's money in the interest-earning CFB account.

Expenses will usually be paid within ten working days of submitting them, direct to your bank account – no cheques to bank!

Please refer to the Circuit Expenses Policy for full details of how expenses are managed. If you are unsure of whether you can claim for something on expenses, please check before you spend.

Guidance for filling in the expenses claim:

- Make sure you enter your name, date, and the month you are claiming for at the top of the form.
- If this is your first expenses claim from Cumbria Circuit, please add your bank account details.
- For travel costs, please fill in the separate Travel Details sheet. To get to this, click on the tab labelled 'Travel Details' at the bottom of the spreadsheet. Click on the 'Expenses Form' tab to get back to the main form. Your travel costs will automatically copy across to the main form.
- For travel by car, motorcycle or bicycle, please enter the total number of miles being claimed for each day of the month. To back up your claim, please include basic details of the journeys made and the reason for travel (e.g. hospital visit, pastoral visit, staff meeting).
- If you are transporting other passengers on Circuit business (e.g. to a meeting) you can claim an extra 5p per mile per passenger. Please add up the total number of miles for each passenger and enter the overall total in the Passenger Mileage column. E.g. if you take two passengers on a 20 mile round trip, enter 40 in this column.
- For parking, public transport and taxi fares, please enter the cost of the journey as shown on the ticket or receipt and submit a photo or scan of your tickets/receipts together with the claim form. If you have a number of tickets/receipts, it is helpful to take a single photo or scan of all of them laid out side-by-side rather than individual images of each one.

- For other sections of the claim form, please enter a description of each expense in the middle column and then the amount claimed in the right-hand column. Ensure that copies of all receipts or invoices are submitted with the claim.
- Whenever possible, please submit invoices for payment directly by the Circuit rather than paying them yourself and claiming on expenses.
- The Deductions section is for listing any amounts which need to be deducted from the total you are claiming, for example:
 - Personal international calls on your Manse phone which are not covered by the inclusive calls package.
 - You purchase food for an event but take leftovers home for your family and decide to make a contribution towards the cost of that food.
 - You use a Circuit photocopier to copy some school work for your child having arranged to reimburse the Circuit for the cost.
- Check that the Total claim shown in the highlighted row at the bottom looks correct.
- Please send your completed form by email, including all receipts & invoices, to the Circuit Treasurer and copy it to paul.rand@churchandcommunity.org.uk.