



Peterborough Diocesan Board of Finance Expenses Policy

Policy Summary

The Peterborough Diocesan Board of Finance (DBF) is committed to prudent financial management by ensuring the appropriate financial controls are in place.

The DBF has a duty to protect itself from penalties arising from non – compliance with HMRC regulations.

Fairness to all staff, officers and clergy employed by the DBF, reasonableness and the effective use of PDBF resources is the overarching objective, which underpins any expenses claim made.

The Diocese is committed to reducing its carbon emissions footprint. One of the most effective ways is to consider the carbon impact of a particular journey and to consider alternative ways of travelling and meeting.

Note: This policy also covers DBE employees, therefore where DBF is referenced, read also DBE.

Approval and review

Document Control

| Date | Version | Status | Author | Reason for Change | Authorised by |
|------------|---------|--------|-----------------|-------------------|---|
| 15/08/2022 | 2.0 | Final | Sue Ratcliffe | Policy Review | Diocesan Secretary Chief Finance Officer |
| 23/01/2025 | 2.1 | Final | A/DS and CFO | Policy Review | Chief finance Officer |
| 05/06/2025 | 2.2 | Final | Sue Ratcliffe | Clarity Required | Diocesan Secretary |
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Supporting Documents

| Document | Location |
|---------------------------|--------------------------|
| April 2025 Staff Handbook | Policies |
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1. Document Purpose

This policy outlines your responsibilities as an employee of the DBF when claiming work related expenses. It clarifies what you may and may not claim, and what evidence you must provide to substantiate your claim. It removes any ambiguity when claiming expenses and makes clear the consequences of not working within the guidelines in the policy.

2. Introduction – why is an expenses policy important?

- 2.1. To make sure any employee of the DBF are clear on the rules.
- 2.2. To make sure the finance department are clear, on which claims are reimbursable which makes payment (reimbursement) more efficient and faster.
- 2.3. To ensure costs are controlled and the DBF can evidence prudent financial management.
- 2.4. To ensure compliance (governance) with HMRC regulations in place and easy to evidence.

3. Guidance and Scope

The following guidance applies unless otherwise instructed by the Chief finance Officer or the Diocesan Secretary.

- 3.1. This policy is applicable to all people employed in a DBF role, including agency workers and volunteers. Failure to comply could result in disciplinary action in accordance with paragraph 24 in the Staff Handbook found here: [Policies](#) including dismissal for employees, and termination of contracts with contractors, consultants or agency staff.

4. The five mandatory principles of expenses claims

- 4.1 Fairness to all staff, officers and clergy employed by the DBF, reasonableness and the effective use of DBF resources is the overarching objective, underpinning any expenses claim. The mandatory principles are detailed as follows:

- 4.1.1. Value for money is always achieved.¹

¹ When booking train tickets staff should avoid using providers such as 'Train Line' where commission is added and should go through the train company website/app *unless Trainline is the cheaper option*. In addition, please consider the benefits of using 'off-peak' day returns or x2 single tickets where these prove less expensive than 'Any Time' Day Returns.

- 4.1.2. Expenses are used only when it is not possible/practical for the DBF to pay for the good/service directly.
- 4.1.3. Costs incurred (and claimed) are wholly and exclusively for business purposes only.
- 4.1.4. Only actual and evidenced costs are reclaimed. Credit card receipts are not valid – the receipt must show details of the goods/services purchased.
- 4.1.5. The DBF is committed to reducing its Carbon Footprint, and activity and resulting claim should be made in accordance with this commitment. It is expected that all travelling will be organised to ensure mileage can be kept to a minimum; sharing journeys where possible, and attending meetings by TEAMS if appropriate rather than making a car journey.

5. Ownership

The policy applies unless otherwise instructed by the Chief Finance Officer or the Diocesan Secretary².

- 5.1. This policy is owned by the Diocesan Secretary and managed and implemented by the Chief Finance Officer. Governance rests with the Assistant Diocesan Secretary³.
- 5.2. Where any person (employed by the DBF/DBE) needs to invoke the policy and requires HR assistance they should contact sue.ratcliffe@peterborough-diocese.org.uk who will liaise with the DBF HR providers as necessary; or peter.cantley@peterborough-diocese.org.uk who will liaise with the DBE HR providers.

6. DBF⁴ Employee Responsibilities

- 6.2. All expenses claims should comply with the five mandatory expenses principles.
- 6.3. All expense claims must be subject to line manager discussion before the expense is incurred. This explicitly relates to any hospitality claims relating to meetings etc. Claims for meals will not be routinely accepted unless away from home for more than 1 day.
- 6.4. All claims for reimbursement should be submitted **within 2 months of the expenditure**. Any claims submitted outside of this timescale will only be paid in exceptional circumstances.

² Or in the case of the DBE, the Diocesan Director of Education

³ Associate Director of Education

⁴ And DBE

- 6.5. All employees claiming business mileage MUST provide a copy of their Vehicle Insurance which will confirm the appropriate level of cover *before* any claim can be made/authorised/paid.
- 6.6. It is the employee, officer, clergy responsibility to understand the Expenses Policy and guidance, and check the legitimacy of any purchase/expenditure BEFORE it is made. By submitting a claim via the normal route, and any future developed route for on line claiming, they are declaring their expenses have been incurred for carrying out PDBF/DBE business and are in line with the DBF's five mandatory expenses principles.
- 6.7. All claims must be approved by an authorised signatory with appropriate responsibility. Self-authorised, or claims authorised by a close family member or member of staff junior to the claimant will not be paid.
- 6.8. To remain compliant with HMRC regulations, home to work miles will not be paid. [referred to as 'commuting']
- 6.9. To remain compliant with HMRC regulations, all claimants must provide the following information with their expenses claim:

- (i) Personal details (name address bank details)
- (ii) Sufficient information and receipts to justify the claim.

7. DBF Line Manager, Team Leader, Director responsibilities.

- 7.1 In signing any expenses claim, the authorised signatory confirms the claim adheres to this expenses policy.
- 7.2 In signing any expenses claim the authorised signatory confirms the activity has taken place and the claim is legitimate.
- 7.3 In signing any expenses claim the authorised signatory confirms the proof of expenditure is attached to the claim and corresponds with the claim.
- 7.4 Authorised signatories ensure all expenses claims are appropriately signed and authorised before submission.

8 Finance Department responsibilities.

- 8.1 In paying any expenses claim, the Finance department will check that the expense is in line with the expenses principles outlined in this Expenses Policy.
- 8.2 In paying any expenses claim the Finance department will check the justification for the expense is well made out and recorded.
- 8.3 In paying the expenses claim the finance department will confirm the claim is within 2 months of the expenditure.

8.4 In paying the expenses claim the finance department will ensure all receipts are attached – the receipt must show the goods/services purchased, not just a credit card receipt.

8.5 In paying the expenses claim the Finance department will ensure the claim is authorised as appropriate.

9 What will be reimbursed ; claims made in accordance with the 5 mandatory principles.

9.1. Travel Costs – mileage at HMRC approved rates (as now) 45p per mile up to 10,000 miles claimed in any one tax year; thereafter 25p per mile for all miles over 10,000 claimed in the same tax year. Note: only business miles should be claimed, you should deduct your normal travel to/from work mileage from any journey claimed.

9.2. Public Transport at standard class.

9.3. Car Parking associated with DBF business.

9.4. Hotel Accommodation evidencing best value when an overnight stay is unavoidable.

9.5. Hospitality for business events.

9.6. Where a DBF expense is evidenced and fast payment needed resulting in the use of a personal credit card.

9.7. Equipment procurement under DSE/H&S legislation.

10. What will not be reimbursed.

10.1 Any expenditure which does not comply with the 5 mandatory expenses principles.

10.2 Any expenditure submitted for payment outside of the 2 months cut off period unless exceptional circumstances exist.

10.3 Personal expenditure with no business justification.

10.4 Any expenditure which conflicts with any DBF Policy/Advisory note