



The Presbytery of the North East
and the Northern Isles

Presbytery Staff

NENI Presbytery will reimburse staff for expenditure incurred wholly, necessarily and exclusively in connection with authorised duties undertaken in the course of their employment.

Type of Expense	Claim rate
Mileage	45p per mile for first 10,000 miles and 25p per mile for additional miles
Train/bus/ferry/aeroplane fares	Most economical option available
Accommodation	£100 per night
Out of pocket expenses	£15 per day

Presbyters

Presbyters are entitled to claim expenses for attendance at Presbytery meetings or for work undertaken in relation to a Presbytery committee.

Type of Expense	Claim rate
Mileage*	25p per mile
Train/bus/ferry/aeroplane fares	Most economical option available
Accommodation	£100 per night
Out of pocket expenses	£15 per day

* It is assumed that Ministers/Deacons/MDS will claim their mileage through their congregations rather than from the Presbytery. Other transport expenses would be claimed from the Presbytery.

Guidance Notes

Presbytery staff, members and nominated representatives of Committees of the Presbytery of the North East and Northern Isles are entitled to claim a refund of expenses incurred by them in attending meetings of, or in undertaking deputation of work on behalf of, the Presbytery or Committees they represent, subject to the following provisions: -

1. Claims should be submitted monthly. Please detail the individual meetings.
2. **Accommodation Expenses** – Where Presbytery staff, a member or nominal representative of a Committee, (a) is called to a meeting to be held at such an early hour as to involve his/her leaving home the previous day, or (b) is called to a meeting which goes on too late on that night, he/she may claim **actual** accommodation expenses, not exceeding £100.00 for each night away from home, provided a receipt is produced.
3. **Out-of-Pocket Expenses** – Staff and Members attending Presbytery and Committee Meetings may claim **actual** out-of-pocket expenses, not exceeding £15.00 per day.
4. **Travelling Expenses** – Staff and Members are expected to travel by the most cost-effective and environmentally-friendly manner wherever possible. Expenses may be claimed in respect of travel from their home address / work base to the place of meetings of Committees or other places attended in the connection with their work for the Presbytery and Committee, as follows:- (a) the cost of bus fare or standard-class rail fare, (b) where a journey is partly made

by boat, this fare may be charged, (c) where location or cost necessitates travel by air, economy class air fare may be charged, (d) where no public transport is available for the whole or part of the journey or where the existing public transport would not permit timeous arrival at meetings, a rate of 45p per mile may be claimed for the use of Staff up to 10,000 miles and 25p thereafter, or 25p per mile for Members. The cost of parking may also be claimed.

5. Receipts must be attached for **all** expenses claimed other than mileage. Failure to attach these will result in a delay in payment of expenses.
6. All claims will be met by means of an electronic bank transfer direct to your bank account. It is necessary, to correctly identify claimants, that your bank sort code and account number are entered **each time** you claim. You will only need to provide your email address once unless it changes.
7. All claims must be submitted for payment as soon as possible after the month end. A degree of flexibility will be shown in timescales for submitting an expenses claim. It is, however, expected that these will be submitted within the month following the date when the expenses were incurred or as an absolute limit within 3 months. Failure to submit a claim within these timescales may result in the payment being refused.

Claims must be authorised by the Presbytery Clerk / Committee Convener **before** submission to the Treasurer of the Presbytery via the Presbytery email address neni@churchofscotland.org.uk. Claims should **not** be submitted directly to the Treasurer.

Effective from December 2024