

HASTINGS, BEXHILL AND RYE METHODIST CIRCUIT POLICY FOR REIMBURSEMENT OF EXPENSES TO EMPLOYEES AND VOLUNTEERS .

Policy Statement:

This Expense Reimbursement Policy outlines the procedures and guidelines for employees and volunteers to request and receive reimbursement for expenses incurred on behalf of the circuit.

Scope:

This policy applies to all employees, volunteers, and any other individuals authorized by the circuit to incur circuit-related expenses. (see separate policy for trustees)

Expense Categories:

1. **Travel Expenses:** This category includes expenses related to travel, such as public transport and cars.
2. **Meals and Entertainment:** Expenses for meals, entertainment, may be reimbursed if they are directly related to the function of the circuit and have been agreed in advance
3. **Office Supplies and Equipment:** Reimbursement for office supplies and equipment will normally be refunded on production of a receipt and claim form. Equipment over £50 should be approved in advance.
4. **Communication Expenses:** Costs associated with communication on behalf of the circuit, such as zoom subscriptions, broadband or mobile costs may be reimbursed in proportion to the amount used , but should be agreed in advance.
5. **Mileage:** Employees may claim mileage expenses when using their personal vehicles for circuit purposes. Mileage rates will follow the IRS standard mileage rate (or as per national Methodist travel expense policy)
6. **Expense Submission Process:**
 1. **Receipts:** Employees must retain original, itemized receipts for all expenses .Digital copies of receipts are acceptable.
 2. **Expense Report:** Employees are required to complete an expense report form detailing each expense with appropriate documentation, such as receipts, invoices, and travel itineraries.
 3. **Approval:** Expense reports must be approved by the circuit treasurer. In case of dispute the advice of the circuit leadership team should be sought.
 4. **Submission:** Completed expense reports should be submitted to the treasurer within 30 days.

5. Reimbursement Process:

1. **Review:** The treasurer will review submitted expense reports for accuracy and compliance with this policy.
2. **Payment:** Approved expenses will generally be reimbursed within 30 days.

Policy Review:

The Hastings Bexhill and Rye Methodist Circuit will periodically review and update this Expense Reimbursement Policy to ensure its relevance and effectiveness.

Contact Information:

For questions or clarification regarding this policy, employees should contact the treasurer.

HBR circuit acknowledges its commitment to fair and reasonable reimbursement of expenses incurred for legitimate circuit purposes,.

Effective Date: December 2023

Approved by:

Hastings, Bexhill and Rye Circuit Meeting

Date: 8th December, 2023

Next review date: December 2026