

## General Synod Expense Allowance 2015/16 (valid from 6 April 2015)

<b>Subsistence Allowance</b>	
Breakfast (if journey started before normal daily departure time and no later than 6.30am)	£6.55
Lunch (additional cost over and above normal lunch costs)	£5.45
Dinner Allowance (if staying away from home or not returning before 10pm)	£19.15
<b>Incidental Subsistence Expenses</b>	
In addition to the subsistence allowances referred to above you may additionally claim for incidental expenditure on refreshments such as tea, coffee, water etc	£5.00 per day
<b>Overnight Allowance inc breakfast</b>	
Inner London	£131.00
Elsewhere	£109.00
<b>Incidental Overnight Expenses</b>	
In addition to the overnight allowances referred to above you may additionally claim for incidental expenses of a personal nature such as newspapers, laundry and private phone calls	£5.00 per night

**The allowances are not a fixed sum but a maximum amount up to which a claimant can seek reimbursement of his/her actual costs.**

### Mileage Allowances

The tax free rates for cars and cycles set by HMRC are as follows:

<b>Cars</b>	
On the first 10,000 miles in the tax year	45p per mile
On each additional mile over 10,000 miles	25p per mile
<b>Motorcycles</b>	24p per mile
<b>Bicycles</b>	20p per mile

### Passengers

To encourage car sharing, the diocese will pay you an additional amount of 5 pence per mile (tax free) for each synod attendee that travels with you in your car.

### Congestion Charge

The congestion charge will be an allowable expense where the use of a car within the zone is unavoidable (regardless of which mileage rate is claimed). However surcharges and penalty charges imposed will not be allowable.

**All expenses claims except mileage claims MUST be supported by appropriate receipts or other documentation attached to the claim form.**