

REIMBURSEMENT OF EXPENSES AND LOSS OF EARNINGS

General Synod Group of Sessions 2026 - 2031

The Diocese in Europe Board of Finance will reimburse the expenses of members attending the groups of sessions of the General Synod at the following rates:

In the Diocese in Europe, it is expected that all travel from Europe will be either by Plane, Train or Bus. Car travel should only be used by prior agreement with the Diocesan Secretary and where no other viable options are available.

We request that you book your journey as far in advance as possible to avoid expensive last-minute bookings. Reimbursement is on submission of receipts.

Should you need to use the below whilst here:

Cars	55p per mile
Motorcycles	24p per mile
Bicycles	20p per mile

These figures represent the maximum amount which can be paid.

Public Transport Rate

Where a person could use public transport but chooses instead to use their private vehicle no expenses will be paid without advance agreement from the Diocesan Secretary.

Congestion Charge: The congestion charge will be an allowable expense where the use of a car within the zone is unavoidable. However, surcharges and penalty charges imposed will not be allowable.

Subsistence allowance (London sessions only)

A maximum of £35 per day. Reimbursed upon submission of receipts.

Incidental Subsistence Expenses

In addition to the subsistence allowances referred to above you may additionally claim for incidental expenditure on refreshments. £5.00 per day. Reimbursed upon submission of receipts.

Overnight Allowance including Breakfast

Inner London	£145
Elsewhere	£120

Board and lodgings (York sessions only)

Board and lodgings for the York sessions are provided to members free of charge. The Diocese then reimburses the Archbishops' Council for these costs.

Care Allowances

Please refer to the Diocesan Secretary as these will be arranged according to individual needs.

Loss of Earnings

The rate is not a fixed sum but a maximum amount of up to £220 per day adjusted depending upon the actual loss of earnings. If, for example, a Synod member suffers loss of earnings of £100 then he/she can only claim up to £100. If a Synod member suffers loss of earnings of £300 then he/she can only claim up to a maximum of £220.

Loss of earnings can be claimed by a Synod member who is:

- **Self-employed** based on a self-certificate that he/she has forgone that amount of income.
- **In paid employment** on receipt of certification from the employer (i) that unpaid leave is being taken and (ii) of the cost to the employee (i.e. pay forgone after tax deducted).

All expense claims except mileage claims MUST be supported by appropriate receipts or other documentation attached to your claim.