

Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland, Registered Charity Number: 1175538

METROPOLITAN'S TRAVEL EXPENSES POLICY

1. The parish always pays the full cost of accommodation and travel for the Metropolitan and any assistant travelling with him. So that the parish is not unnecessarily surprised, the Metropolitan will discuss the number of assistants travelling with him before making travel arrangements.

Travel

2. Travel costs are paid by the Metropolitan and then reimbursed by the parish.
3. If the Metropolitan travels by car, the mileage is reimbursed by the parish according to the rate approved by HMRC from time to time. For the 2023-2024 Tax Year, that rate is 45p per mile.
4. If the Metropolitan travels by train, tube, bus, or plane, he is paid back the full price of the tickets.
5. It is the responsibility of the parish to initiate the reimbursement procedure. If the parish knows the sum of money to be reimbursed it can pay to the Metropolitan's account right after the hierarchical visit. If the parish does not have the necessary information at hand, the parish priest or treasurer must obtain it by contacting the Metropolitan directly.
6. If the reimbursement is not received into the Metropolitan's personal account within five business days, the Finance Officer will submit an expense claim form to the parish priest and the treasurer, copying the Metropolitan. A draft form is included in this policy. If the Metropolitan travelled by any transport other than the car, the Finance Officer will also include with the expenses form a copy of all receipts and tickets.

Accommodation

7. The parish will arrange and pay for the Metropolitan's accommodation.
8. However, if payment is required at check-in, the Metropolitan will pay for the accommodation and the cost will be reimbursed by the parish in the same way as with travel expenses.

Special provisions for financially distressed parishes

9. If a parish struggles financially to cover all or part of the Metropolitan's travel and accommodation costs, the Metropolitan must be informed immediately.
10. Subsidies from the Archdiocese are available to help such parishes to cover Metropolitan's travel and accommodation costs.
11. Decisions on the subsidies are made on the case-by-case basis by the Metropolitan and the relevant Archdiocesan Officers.

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METROPOLITAN’S TRAVEL EXPENSES CLAIM FORM

Name of the Parish Visited: _____

Travel by Car/Train/Tube/Bus/Plane, Accommodation, and Other Expenses:

Date	Transport	Description/Mileage	To be Paid, £
01/02/2024	<i>(e.g., car, bus, etc.)</i>	<i>(e.g., travelled 265 miles by car)</i>	<i>(e.g., £119,25)</i>
TOTAL for ALL EXPENSES			£

Please pay the expenses back using the following bank details:

Account Name: Amir Oner
Bank Name: Lloyds Bank Plc
Sort Code: 30-84-58
Account Number: 76516760

Finance Officer’s Signature: _____ Date: _____