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DIOCESAN expenses policy

* Charity Name: Church of Ireland United Dioceses of Dublin and Glendalough
* Date Adopted: 15th September 2022
* Minute Reference: Item 10 – Charity Compliance

The Church of Ireland United Dioceses of Dublin and Glendalough will pay vouched and receipted expenses as per budgets as contained in the Mission Plan which is laid on the table at Diocesan Synod annually.

Volunteers claiming such expenses must use the ***Expenses Claim Form*** which is available from the Diocesan Office.

Where a member of staff incurs expenses in the course of discharging work on behalf of Church of Ireland United Dioceses of Dublin and Glendalough the approved ***Staff Expenses Claim form*** must be used.

All expenses arising that are not included in Budgets/Allocations are required to be approved by Diocesan Councils.

Where invoices are received payment will be authorised by two signatories.

All expenses will be subject to inclusion in the annual audit.