



The Church of England
Diocese of Ely

RETIRED CLERGY SERVICE FEES CLAIM FORM

FOR SERVICES TAKEN IN A VACANCY

This form is for the use of retired clergy taking services during a vacancy in churches outside their home parish. The person taking the service should complete the form and give it to the Churchwarden/Treasurer **who should reimburse the officiating minister as soon as possible after the event.**

The PCC Treasurer should submit claims for reimbursement on a monthly basis to:
The Accounts Team, Diocesan Office, Bishop Woodford House, Barton Road, Ely, Cambs, CB7 4DX

NAME OF OFFICIATING MINISTER		
ADDRESS		
TELEPHONE NUMBER		
SERVICE/S TAKEN (Please list with dates)		
MILEAGE (with dates)		
FEES CLAIMED (Please itemise)		
BACS details	Account No.	
	Sort Code	
	Name	
SIGNATURE/S OF CHURCHWARDEN OR OTHER PARISH REPRESENTATIVE		
SIGNATURE OF OFFICIATING MINISTER		