



Ely Diocesan Board of Finance

Name:

Expenses claim for the month(s) of:

Date	Details of claim	Car Mileage	Other travel costs	Other costs	Description of other costs	Total
Column Totals		-				
Total mileage		-		Mileage rate £	0.45	
Total of claim						

Signed

Date

Authorised by

Date

Please attach receipts where applicable and send completed claim to the budget holder: Diocesan Board of Finance, Bishop Woodford House, Barton Road, Ely, Cambs CB7 4DX
 For payment via BACS please provide your bank details with your first claim.
 We pray to be generous and visible people of Jesus Christ.