

**THE BATH & WELLS DIOCESAN BOARD OF FINANCE  
IME PHASE 2  
CLAIM FOR TRAVELLING EXPENSES  
MILEAGE FROM THE PARISH BOUNDARIES ONLY  
(to be submitted Quarterly or Half-yearly)**

Name .....

Address .....

.....

**Please see notes on reverse**

Date	Destination	Total Mileage	No of Passengers	Purpose of Visit	Date	Destination	Total Mileage	No of Passengers	Purpose of Visit

Total Mileage	
Claim	£

**(Rates as at 1<sup>st</sup> February 2016)**

a) Inland Revenue mileage rate for full cost including depreciation of car (tax free)      45.0p per mile .....

Signature .....

Date .....

BACS Details – Sort Code..... Account Number.....

**For Office Use only**

Countersignature of approval by Director of IME Phase 2 .....

Authorised for payment by DBF .....

Cheque to be	a) Mailed/BACS	£ .....	Batch No .....
	b) Passed to Min Dev		Invoice No .....

## NOTES

1. It is very important, and in your interest, that information you provide on your travel claim form is accurate, since these forms are subject to inspection by the Inland Revenue.
2. Please indicate if you are bringing passengers with you as this will reflect on your mileage for any particular journey.
3. You may only claim for travel to and from residential conferences. If, during the conference, you leave and return to the conference venue for any reason, this would not be a legitimate claim for additional mileage unless it has been agreed by the Director of IME Phase 2.
4. Only use this form to claim travelling expenses.
5. Claims should be submitted quarterly or half-yearly and no later. All claims **MUST be submitted before 31 December in the current year**. All claims that are received after 31 December will have to be paid in full by the Parish as the IME Phase 2 account will be closed.