



THE BATH & WELLS DIOCESAN BOARD OF FINANCE
IME PHASE 2
CLAIM FOR TRAVELLING EXPENSES TO AND FROM IME EVENTS
(to be submitted Quarterly or Half-yearly)

Name

Address

.....

Please see notes on reverse

Table with 10 columns: Date, Destination, Total Mileage, No of Passengers, Purpose of Visit (repeated twice). Multiple empty rows for data entry.

Summary table with 2 columns and 2 rows: Total Mileage, Claim for Half (with £ symbol).

Rates as at 1st February 2016

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

(The above rates apply to the first 10,000 business miles in the tax year)

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

Form box containing: Cheque to be, a) Mailed/BACS Invoice No, £, Batch 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. Photocopy your original for your Parish Treasurer to claim the other half of your expenses.
6. **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.