

## ROCHESTER DIOCESAN BOARD OF FINANCE EXPENSES CLAIM FORM

NAME:.....

MONTH: .....

DATE:.....

### GUIDANCE NOTES

For journeys to and from committee meetings, the rate payable is 30p per mile. For journeys undertaken whilst on official business (i.e. a site visit), the mileage rate payable is according to the table below. The public transport rate is payable for unusually long journeys, including round trips in excess of 150 miles. This avoids a potential tax liability.

All Cars				Public Transport	Motorbikes	Pedal Cycle	Additional Passenger Rate
Up to 10,000 miles p.a.	45p	Over 10,000 miles p.a.	25p	30p	24p	20p	5p

1. Any reasonable expenses incurred in the carrying out of duties on behalf of the Diocese will be reimbursed.
2. At the end of every month (3 months or termly for occasional claimants) this expense claim should be submitted to the finance department for reimbursement, after appropriate authorisation by the relevant manager/bishop's officer.
3. All expenses and journeys undertaken must be agreed prior to incurring the expense and identifying the budget meeting the costs. The expense claim should include all costs incurred and as agreed by the relevant manager. Any expenses omitted in error should be added to the next claim.
4. **All relevant original receipts must be attached.** Failure to attach a receipt may invalidate the claim.
5. Please list all journeys and the reason for the journey on the back of the form.
6. **Only one claim per month/period is permitted.** Your claim should be submitted as soon as possible after the period for which the claim is being made, and at the latest within three months of the expense being incurred.
7. **The Diocese will not be responsible for the payment of any motoring, parking or other fines.** Therefore any speeding tickets, parking fines, any other traffic violations or motoring offences will be a personal expense of the individual concerned, IRRESPECTIVE of whether incurred on Diocesan business.
8. Payment will be by BACS transfer. Please complete the following bank details **unless previously supplied:**

Sort Code ..... Account No ..... Account Name .....

For further details of the full expenses policy agreement please contact the Diocesan Treasurer.

TRAVEL (Journeys detailed on back)		FINANCE DEPT USE ONLY
..... Miles @ 45p per mile	£	EXPMILE
..... Miles @ ..... per mile	£	
Car Parking (receipts attached) .....	£	EXPGEN
Public Transport (receipts attached) .....	£	
	£	<b>TOTAL</b>
Telephone	£	EXPPHONE
Entertaining (please provide names/organisation)	£	EXPENT
Subscriptions	£	EXPSUBS
IT Consumables	£	EXPIT
Training Courses	£	EXPTR
OTHER EXPENSES (RECEIPTS ATTACHED) (please give details) .....	£	EXPMISC
<b>TOTAL</b>	£	

Signed.....

Authorised .....

General	Dept	Project	Other
...../...../...../.....			
<b>FOR FINANCE DEPARTMENT USE ONLY</b>			
Purchase Code		Processed	Initials

