

**OXFORD DIOCESAN BOARD OF FINANCE  
AREA/RURAL DEAN'S EXPENSES**



DEANERY

Please insert your name and address in the box in block capitals

Car make & model if claiming mileage

**CLAIM FOR WORKING EXPENSES FOR THE QUARTER ENDED**

Please see notes overleaf for guidance on the completion of this form.

I certify that the expenses of office and official entertainment incurred by me wholly, exclusively and necessarily in the performance of my duties as Area/Rural Dean were as follows:

		£
1 General office expenses:		
Telephone / Internet		
Postage and stationery		
Computer expenses as agreed with the Archdeacon		
Others		0.00
2 Administrative assistance		
3 Books		
4 Sundries: (significant items detailed separately)		
5 Official entertainment incurred in connection with official duties		
6 Travelling expenses (detailed overleaf):		
Fares		
Parking		
Mileage* to 10,000	miles @ 45	pence per mile 0.00
Mileage after 10,000	miles @ 25	pence per mile 0.00
7 GROSS TOTAL (1 - 6 above)		0.00
8 LESS: REIMBURSEMENT received or claimed from sources other than Diocesan Board of Finance		
9 NET TOTAL CLAIMED for reimbursement		0.00

\* Please see note overleaf

If you have not already done so, please give your bank details or any changes to details so that we can make payments more efficiently and cheaply for you:

Bank Name:..... Branch:.....

Sort Code:..... Account Number:.....

Account in Name of:.....

Signed:.....(as authorisation to make future payments based on these details)

For remittance advice purposes my e-mail address is:

**I confirm that I am in possession of a £500 float:**

Signed..... Area/Rural Dean      Date.....

Approved:..... Archdeacon      Date.....

**Guidance on completion of this form**

Please use a separate claim form for each quarter.  
 Quarter ends are 31st March; 30th June; 30th September and 31st December each year.  
 The claim for the quarter to 31st March each year must be completed and submitted by 5th April if you wish to take full advantage of the tax allowances within that tax year.  
 It would greatly aid the finance department if you could submit claim forms within one month of the quarter end.  
Please attach receipts and tickets whenever possible to support your claim. Claims for telephone calls must be supported by an itemised bill or diarised list.  
 Due to tax requirements, please ensure that the receipt for secretarial assistance includes details of the name and address of the person you have employed.

**Travelling Expenses**

Journey details (*Please continue on a separate sheet if necessary*)

Date	Journey Details (from and to locations)	Fares £	Parking £	Mileage
Total		0	0	0

Add cumulative mileage already claimed this year since 1st April (from the last claim submitted)  
 - *this relates to the tax year which runs from 1st April to the following 31st March each year.*  
 Total cumulative mileage claimed this year to date


\* The Diocese will refund mileage at the full current rate to 10,000 miles p.a. (Tax year from 1 April to 31 March).  
 The 10,000 applies to the cumulative total of parish and deanery mileage; the higher rate is therefore likely to be claimed in the earlier part of the tax year and the lower rate in the latter part.  
 The relevant rates per mile from 1st April 2011 are:-

Car size	<u>up to 10,000 miles</u>	<u>over 10,000 miles</u>
All Engine Sizes	45p	25p
Motor Cycles	24p	
Pedal Cycles	20p	

**Travelling Expenses Details - continuation page**

Date	Journey Details (from and to locations)	Fares £	Parking £	Mileage
Page Total		0.00	0.00	0