

EAST BRISTOL PARTNERSHIP EXPENSES CLAIM FORM

Please return to the Partnership Bookkeeper: Liz Welling, 16 Downleaze, Downend, Bristol, BS16 6JR

Expenses incurred by..... In the period from20..... to20.....

Your Address (to send expenses cheque to)

.....
.....
.....

SECTION 1: Use of car

(a) Mileage on parochial duties:

Total this year..... this period

(b) Agreed mileage rate: pence/mile 40p / mile within Diocese, 25p / mile outside of Diocese

(c) Cost of parochial mileage this period. £.....

Total Section 1

£.....

SECTION 2:

(a) Public transport £.....

(b) Telephone - rental in full £.....

 Calls (less £.....private use) £.....

(c) Postage £.....

(d) Stationery £.....

Total Section 2

£.....

SECTION 3: Expenditure on other items, such as the following, should be agreed specifically before being incurred.

(a) Office equipment £.....

(b) Robes £.....

(c) Books £.....

(d) Hospitality £.....

(e) Training - course fees/expenses £.....

(f) Fees and expenses paid to
 Locum Tenens and other £.....

(g) Secretarial assistance £.....

(h) Miscellaneous (specified)

..... £.....

Total Section 3

£.....

TOTAL CLAIM FOR REIMBURSEMENT THIS PERIOD.....

£.....

Signed.....

Date

Note: a copy of this form should be retained by the claimant for use in connection with their Annual Return to the Diocese and any claim they may make to the Inland Revenue for tax relief on any proportion of expenses not reimbursed.

Amount reimbursed £.....

by cheque number