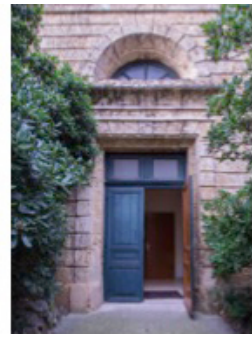




All Saints Hérault

The English Church at Saint Pargoire



DIOCESE IN EUROPE
THE CHURCH
OF ENGLAND



Claim for reimbursement of expenses incurred

Submitted by (Please print name)

In the month of 20

Please read the notes overleaf before completing this form. Please give details of the expenditure where relevant in the space below the item and attach copies of Invoices and or receipts, if available.

Budget to be charged to

Telephone, Skype etc. (see note 3) €.....

Stationery & postage €.....

Official entertaining €.....

Use of private car Kilometers @ € per km. Total €

Public transport €.....

Other expenses (please explain) €.....

.....

Total claim €

Signed

Date

Approved Signed
(Churchwarden)

Date

Signed
(Treasurer)

Date

Notes

1. All expenses necessarily incurred in connection with chaplaincy duties should be claimed. Any expenses incurred in connection with other duties, such as other chaplaincies or on behalf of the archdeaconry or diocese, may also be included if no provision is made for them by any other authority.
2. The claimant and the Chaplaincy Council concerned should discuss regularly the likely level of claims under any of the headings shown.
3. If the telephone is in the claimant's name, she or he should claim as shown above. If she or he is to make a reimbursement for personal calls made on the CC's telephone, she or he should deduct the cost of these calls from his or her total expenditure (see entry for personal items) before making his or her net claim.
4. A copy of completed forms should be retained by the claimant for use in connection with any annual return to the diocese and any claim/return she or he may make in connection with personal taxation.
5. The claimant should indicate the category of expenditure in the chaplaincy's accounts to which each expense should be allocated.