

All Saints, Hérault

Claim for reimbursement of expenses

by in the month of 20

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

	€	Budget to be charged if known
Telephone, Skype etc (see note 3)
Stationery & postage
Official entertaining
Use of car kms @ € per km
Public transport
Other expenses

Total claim	

Signed (claimant) Date

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, s/he should claim as shown above. If s/he is to make reimbursement for personal calls made on the CC's telephone, s/he should deduct the cost of these calls from his/her total expenditure (see entry for personal items) before making his/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 s/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.