

**EXPENSES REFUND CLAIM FORM EFFECTIVE FROM 1 JANUARY 2023**

*For members of Standing Committee; Representative Body; Board of Education; Church of Ireland Pensions Board and such other committees as the Representative Body at its own discretion shall decide.*

- (a) Travel – actual cost incurred for standard class rail/bus fares or, when a car is used, €0.41 per km or €0.66 per mile\*
- (b) Subsistence – actual cost incurred for subsistence (meals and/or accommodation).
- (1) Overnight – where an overnight stay is necessary Actual B&B expenses up to a €200.00 maximum
- (2) Per day – where one way distance from home is in excess of 160 km (100 miles) Actual expenses up to a €45.00 maximum
- (3) Per day – where one way distance from home is in the range 80 - 160 km (50 -100 miles) Actual expenses up to a €35.00 maximum
- (4) Per day – where one way distance from home is less than 80 km (50 miles) Actual expenses up to a €20.00 maximum
- (c) Actual cost of flights and ancillary costs where the total claimed is not more than the combined maximum costs of (a) and (b) above.

DATE	APPROVED COMMITTEE	KM	*TRAVEL @ 41c per km	SUBSISTENCE (actual cost)	TOTAL
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
<b>TOTAL CLAIM</b>					€ :

This form, when completed, should be sent to:

**The Representative Church Body**  
**Church of Ireland House**  
**Church Avenue**  
**Rathmines, Dublin 6**  
**Email: expenses@rcbdub.org**  
**Fax: (+ 353 1) 4978821**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME & EMAIL OR HOME ADDRESS:  
 (BLOCK LETTERS) \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Expense claims are reimbursed on the basis of actual cost incurred, up to the applicable maximum.

CHRN: \_\_\_\_ \_

Claims must be accompanied by copy receipts.

(My personal Church House Reference Number if known)

Claims for expenses should be submitted not later than 4 weeks after the quarter in which they arise.