

## 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, 28p per km or 45p 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 £177.00 maximum*
- (2) *Per day – where one way distance from home is in excess of 160 km (100 miles)* *Actual expenses up to a £40.00 maximum*
- (3) *Per day – where one way distance from home is in the range 80-160 km (50 to 100 miles)* *Actual expenses up to a £31.00 maximum*
- (4) *Per day – where one way distance from home is less than 80 km (50 miles)* *Actual expenses up to a £18.00 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	MILES	*TRAVEL @45p per mile	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: \_\_\_\_\_  
 (My personal Church House Reference Number if known)

**Claims must be accompanied by copy receipts.**

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