

EXPENSES REFUND CLAIM FORM EFFECTIVE FROM 1 JANUARY 2017

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, €0.37 per km or €0.59 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 €130.00 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 -100 miles) Actual expenses up to a €30.00 maximum
- (4) Per day – where one way distance from home is less than 80 km (50 miles) Actual expenses up to a €15.00 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 @ 37c per km	SUBSISTENCE (actual cost)	TOTAL
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
TOTAL CLAIM					€ :

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

Copy receipts should be attached where relevant.

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

SIGNATURE: _____

DATE: _____

NAME & EMAIL OR HOME ADDRESS:
 (BLOCK LETTERS) _____

EMAIL: _____

ADDRESS: _____

CHRN: _____

(My personal Church House Reference Number if known)