

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, 26p per km or 41p 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 £111.00 maximum*
- (2) *Per day – where one way distance from home is in excess of 160 km (100 miles)* *Actual expenses up to a £34.00 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 £26.00 maximum*
- (4) *Per day – where one way distance from home is less than 80 km (50 miles)* *Actual expenses up to a £13.00 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 @41p per mile	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

SIGNATURE: _____

DATE: _____

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

EMAIL: _____

ADDRESS: _____

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.

CHRN: _____
 (My personal Church House Reference Number if known)