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| **DIOCESE OF SODOR AND MAN****EXPENSE CLAIM FOR WEDDING AND FUNERAL SERVICES****CONDUCTED BY THOSE WITH BISHOP’S PTO****ASSOCIATED WITH THE PARISH OF ...............................................** |
| NAME AND ADDRESS OF CLAIMANT: *PLEASE PRINT* |
| **DETAILS OF CLAIM****Service conducted for (insert name/s) .................................................................** |
| DATE | Wedding Or Funeral(As per the table of fees)  | Where service was conducted(eg church, crem, chapel etc) | Amount payable *To be completed by the Diocesan Treasurer* |
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| **The DBF is NOT responsible for travel costs which should be claimed as follows:****Funerals** – Estimate the total mileage (including any follow up visit) and calculate at the diocesan rate (52p/mile). Add to the parish account for the funeral director. Claim from the PCC Treasurer or Vicar of the parish depending upon who handles the fees.**Weddings** – Estimate the total mileage and calculate at the diocesan rate (52p/mile). Add to the parish account for the couple being married. Claim from the PCC Treasurer or Vicar of the parish depending upon who handles the fees.  |

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| Claimant’s signature | Date |
| Approved by the Incumbent Or MPTL in a vacancy | Date |

The Incumbent or MPTL is to forward this claim to the Diocesan Treasurer after the appropriate authorisation has been given.

Payment will be made by BACS **within 2 weeks** of the claim being received by the Diocesan Treasurer. Claims should be submitted to Diocesan Treasurer within 3 calendar months of the service being taken otherwise payment may not be approved.

**For Diocesan Administration**

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| DBF A/C |  |
| Ref No |  |
| Authorised |  |
| BACS date |  |