

Expenses claim form - Diocese of Sodor and Man

Exp 1

Name and address of claimant (*please print*)

Claim for the month of:

Mode of car travel code. As part of our aim to become a carbon neutral Diocese, we encourage everyone to consider travel by public transport (PT), bicycle (B) or eVehicle (eV). Use C for non eV

Mileage DETAILS OF CLAIM					
Date of meeting	Purpose of meeting	Place where meeting held	Car mileage @ 57p per mile on-Island @ 45p per mile - UK		
			# Miles	Mode	Amount £
Total					

Claimant's signature	Date
Approved by Bishop, Archdeacon or Line Manager	Date
<p>Payment will be sent directly to the bank specified by claimant.</p> <p>Account number:</p> <p>Sort Code:</p> <p>Account Name:</p>	

For Diocesan Administration

DBF a/c				
Ref No				
Authorised				
Date paid				

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Exp 1

Name and address of claimant (<i>please print</i>)
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Claim for the month of:

Non-Mileage DETAILS OF CLAIM	
Purpose of Expense	Amount £
Total	

Claimant's signature	Date
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Approved by Bishop, Archdeacon or Line Manager	Date
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<p>Payment will be sent directly to the bank specified by claimant.</p> Account number: Sort Code: Account Name:

For Diocesan Administration

DBF a/c				
Ref No				
Authorised				
Date paid				