

## DIOCESE OF SODOR AND MAN

Expense claim for services in the parish of .....

**During an Interregnum**       **In respect of a plurality**  *(please tick applicable box)*

Name and address of claimant

### DETAILS OF CLAIM

Date	Type of service <i>(specify with or without a sermon)</i>	Where service taken	Car mileage	Service fee payable <i>(To be completed by MPTL)</i>
<b>Total</b>				

<b>SUMMARY</b>	£	P
Total of service fees		
Total mileage <i>(calculated at the Diocesan rate 57p per mile)</i>		
<b>Total to be paid</b>		

Claimant's signature	Date
Approved by 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 obtained.

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

DBF A/C	
Ref No	
Authorised	
BACS date	