

**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 <i>To be completed by the Diocesan Treasurer</i>

**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 (57p/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 (57p/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.

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**

DBF A/C	
Ref No	
Authorised	
BACS date	