

Parish of _____

(N.B. for multi parish cures, this form will probably require minor amendment)

Claim for reimbursement of expenses incurred

by _____ in month of _____ 20__

Please read the notes below before completing the form

Use of car _____ miles @ _____p per mile

Public transport

Postage and stationery

Office equipment

Telephone (bill attached) (see note 3)

Less personal calls (.....)

Robes

Books

Hospitality

Training (course fees, expenses, etc.)

Fees and expenses paid (see note 4)

Administrative assistance

Miscellaneous

.....

.....

.....

Total (less personal items)

Net claim

Signed: _____ (claimant) _____ (date)

Signed: _____ (PCC treasurer) _____ (date)

Notes

1. All expenses necessarily incurred in connection with parochial duties should be claimed. Any expenses incurred in connection with other duties, such as chaplaincies or on behalf of the deanery or diocese, may also be included if no provision is made for them by any other authority. The cost of heating, lighting and cleaning the parsonage and of garden upkeep should not be included. In any case of doubt, the diocesan office should be consulted.
2. The cleric and the Parochial Church Council concerned should discuss regularly the likely level of claims under any of the headings shown.
3. If the telephone is in the cleric's name, s/he should claim as shown above. If s/he is to make reimbursement for personal calls made on the PCC's telephone, s/he should deduct the cost of these calls from his/her total expenditure (see entry for personal items) before making his/her net claim.
4. These should be at the rate recommended by the diocese.
5. A copy of this form should be retained by the cleric for use in connection with his/her annual return to the diocese and any claim s/he may make to HM Revenue and Customs for tax relief on any proportion of expenses claimed but not reimbursed.