

Diocese of Lancaster – Expenses Claim Form (2019-2020)

For the period from: _____ to: _____

Mileage - details of journeys to be provided on the reverse
(use a separate line for each claim at a different rate)

	miles	rate	claim
a	_____	0.45	_____
b	_____	0.25	_____
c	_____	0.50	_____
d	_____	cost of fuel	_____
	_____	Mileage total	_____

Other expenses - receipts to be attached or claim may be refused

	Description	amount
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
	Other expenses total	_____
	Total	=====

mileage rates

First 10,000 miles	45 pence per mile
Each mile over 10,000 miles	25 pence per mile
Extra passenger rate**	5 pence per mile
Motor cycle rate	24 pence per mile
Pedal cycle rate	20 pence per mile
**This may be claimed for shared journeys	

DECLARATION

I have incurred the above expenses in relation to Lancaster Diocese.

If this claim relates to mileage, I declare that the driver of the vehicle possesses a full UK-recognised driving licence and is not prohibited from driving, nor from driving the vehicle to which this claim relates. Also, that the vehicle is roadworthy and the proper type of motor insurance is in place to cover: (i) this vehicle, (ii) the driver to whom this claim relates, (iii) any passengers and (iv) third party liabilities.

Note that employees and clergy who use their vehicle for Church activities will need personal 'business' cover (class 1) in addition to 'social, domestic and pleasure' use. Please consult your insurer if in doubt.

Claimed by (print name) _____

Signature _____

Date _____

Bank details

If this is your first claim or your bank details have changed please enter details below as payment is made by bank transfer only.

Name of account _____

Sort code _____

Account number _____

Name and address of bank _____

Please Note:

- 1) Claims should normally be made within three months of expenses being incurred, unless your Parish Priest/Head of Commission/Line Manager has agreed otherwise.
- 2) A record of all mileage needs to be kept. The section overleaf should be completed as part of your claim.

