EXPENSES CLAIM FORM

DIOCESE OF ARUNDEL AND BRIGHTON
Finance Office, Bishop's House, The Upper Drive, Hove, East Sussex, BN3 6NB

NAME: … …….. ……... **MONTH:** **……..**……**YEAR:** ……

DEPARTMENT: ……

Claims must be submitted to Finance Office by 10th of each month.	£
Private car business mileage (details on reverse) This claim: ……. miles at 45 p/m (under 10,000) ……miles at 25 p/m (over 10,000)	
Car Park Costs (where, who visited, purpose)	

Public Transport (including air travel):

Date	From	To	Who visited	Purpose	Cost
				Total	

Meals/Accommodation: (where, who visited, purpose)	
Postage:	
Stationery:	
Resources:	
Conference attendance/training:	
Equipment:	
Miscellaneous (give full details):	
TOTAL CLAIM	

I confirm the accuracy of the claim for expenses incurred solely on Diocesan business

Signed: …… **Date:** ……..

Authorised: ……. **Date:** ……..

Details of expenses should be given in space provided. All receipts must be attached.

Mileage Record

Date	From	To	Who visited	Purpose	No. of Miles
				Total mileage this month – claimed overleaf	
				Total mileage brought forward commencing 6th April (tax year start)	
				Total mileage carried forward to next month	