**UNITED REFORMED CHURCH**

**WEST MIDLANDS SYNOD (06)**

CLAIM FOR REIMBURSEMENT OF EXPENSES

 INCURRED ON BEHALF OF SYNOD

Name:

Committee/Appointment:

Date/Period covered by Claim:

|  |  |
| --- | --- |
| **Item of Expense** | **Amount £** |
| Travel: \_\_\_\_\_\_\_\_\_\_ miles @ \_\_\_ p per mile(From To )\* Please specify fuel: Petrol (P) Diesel (D) Electric (E) or Hybrid (H) |  |
| Travel – cost of using public transport (Bus/Train fare) |  |
| Travel – parking |  |
| Postage |  |
| Telephone Calls |  |
| Photocopying |  |
| Stationery |  |
| Books and Resources |  |
| Other training facilities |  |
|  |  |
| **Other Expenses - as detailed** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Expenses | £ |

As far as possible, expense claims should be supported by invoices or receipts or some other brief explanation of the purpose of the expense.

|  |
| --- |
| Comments: |

Signed ……………………………………………………………………..

Date of Claim ……………………………………………………………..

Approved ………………………………………………………………….

PTO

**UNITED REFORMED CHURCH**

**WEST MIDLANDS SYNOD**

Details of journeys undertaken in privately owned cars for which reimbursement is sought. Please submit this form with your expense claim

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Journey from** | **Destination** | **Purpose** | **Miles** |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
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| **Total Business Miles \*** |  |

\*To add the mileage rows in the mileage column above, click on the cell for total business miles, then go to table ‘Layout’ to the right of ‘Table Design’, click on “formula” on the right of the ribbon menu and type =SUM(ABOVE). This adds the mileage column to give your total mileage

**Name**: