

## Synod Expenses Claim Form - for Committee Meetings and Synod Business

**Car Travel:** (driver only)

Number of miles \_\_\_\_\_ at 45p per mile £ \_\_\_\_\_

**Public Transport:** fare £ \_\_\_\_\_

**Other costs incurred:** (with receipts) £ \_\_\_\_\_

**Total** £ \_\_\_\_\_

Name: (block capitals please) \_\_\_\_\_

Signed: \_\_\_\_\_

Committee: \_\_\_\_\_

Date: \_\_\_\_\_

**NB:** to be taken as signed when claiming mileage as above

I confirm that my car remains insured, taxed, road worthy, fit for its purpose and continues to have a valid MOT certificate if required by its age.

## Synod Expenses Claim Form - banking details

**You are only required to complete this side once**

**Your details will then be kept by the Synod Office for any future reimbursements**

**Bank:** \_\_\_\_\_

**Branch:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Sort Code:** ( ) ( ) ( )

**Account Number:** ( ) ( ) ( ) ( ) ( ) ( )

