

## North Western Synod Meeting - expenses claim form

### 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: \_\_\_\_\_

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

email: \_\_\_\_\_

**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.

## 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:** ( ) ( ) ( ) ( ) ( ) ( )

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

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

**Sort Code:**

**Account Number:**



\* this information can be found on your bank card or statements

**PTO**

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