

**EXPENSES REFUND CLAIM FORM EFFECTIVE FROM 1st SEPTEMBER 2024**

*For members of Standing Committee; Representative Body; Board of Education; Church of Ireland Pensions Board and such other committees as the Representative Body at its own discretion shall decide.*

**(a)** Travel – actual cost incurred for standard class rail/bus fares or, when a car is used, €0.41 per km or €0.66 per mile  
**(b)** Subsistence – actual cost incurred for subsistence (meals and/or accommodation).  
 (1) Overnight – where an overnight stay is necessary Actual B&B expenses up to a €200.00 maximum†  
 (2) Per day Actual expenses up to a €50.00 maximum  
**(c)** Actual cost of flights and ancillary costs where the total claimed is not more than the combined maximum costs of (a) and (b) above.

† Costs incurred in excess of the approved overnight rate should be discussed in advance with the Chief Officer to ensure they are reasonable and can be reimbursed by the RCB.

DATE	APPROVED COMMITTEE	KM	*TRAVEL @ 41c per km	SUBSISTENCE (actual cost)	TOTAL
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
			€ :	€ :	€ :
<b>TOTAL CLAIM</b>					€ :

This form, when completed, should be sent to:

**The Representative Church Body**  
**Church of Ireland House**  
**Church Avenue**  
**Rathmines, Dublin 6**  
**Email: expenses@rcbcoi.org**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME & EMAIL OR HOME ADDRESS:  
 (BLOCK LETTERS) \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Expense claims are reimbursed on the basis of actual cost incurred, up to the applicable maximum.

CHRN: \_\_\_\_ \_

Claims must be accompanied by copy receipts.

(My personal Church House Reference Number if known)

Claims for expenses should be submitted not later than 4 weeks after the quarter in which they arise.