

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, 28p per km or 45p 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 £171.00 maximum†

(2) Per day Actual expenses up to a £43.00 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.

* Sterling subsistence figures are based on approved Euro rates converted to Sterling.
 † 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	MILES	*TRAVEL @45p per mile	SUBSISTENCE (actual cost)	TOTAL
			£ :	£ :	£ :
			£ :	£ :	£ :
			£ :	£ :	£ :
			£ :	£ :	£ :
			£ :	£ :	£ :
			£ :	£ :	£ :
			£ :	£ :	£ :
			£ :	£ :	£ :
TOTAL CLAIM					£ :

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: _____
 (My personal Church House Reference Number if known)

Claims must be accompanied by copy receipts.

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