

Upper Derwent Benefice

Name:

Signature:

I declare the details provided on this form are correct and have been incurred on the business of _____ in the above Benefice.

Claimants:

Account Number:

Sort Code:

Expenses Form

Month:

Matched Funding:

Date	Description	Budget	Mileage				Total £	Rolling Total £
			To	From	Pssgr	Other		
Totals:								

Please use a new row for each entry.

Totals:

This form must be submitted to the Church Council along with your bank details so payment can be made by BACS, alternatively, you will be sent a cheque.

Mileage Rates: Inland Revenue authorised rates. 45p per mile for the first 10,000 miles, 25p per mile thereafter, 5p per mile for each passenger.

All expense claims, except mileage, must be supported by relevant receipts, bus tickets, etc.

It is the decision of the Church Council of St Matthew's to authorise payment of expenses.

Church Name:

Using your personal information:

will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or the services requested. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice on our website: upperderwent.co.uk.

We

Authorised by	
Name:	Position:
Signature:	Date:

Notes: