# EXPENSES CLAIM Department Code:

**(See notes overleaf)**

 **Project code:**

Expenses of

Train fare ……………………………………………………………=£

By car total mileage ……………. @ 25p per mile = £

Passenger mileage ……… @ 5p per mile ……… passengers = £

Other expenses = £

Total amount = £

*(****Please attach receipts in support of your claim whenever possible)***

Title (Revd/Dr/Mr/Mrs/Miss/Ms)

Full name in Block Capitals

Signed Date ……………. Authorised………………..

**BANK DETAILS** (only if they have changed or you are a new committee member)

Bank Account no Branch

Sort code Account Name

Email address (for remittance advice)

The URC will only use this data to process the payment of your expenses. For our full Data Privacy notice regarding expenses claims, please see https://www.urc.org.uk/finance-information.html

**THE UNITED REFORMED CHURCH**

**Committee Expenses**

It is our wish that committee members should be fully reimbursed for their out of pocket expenses, and these should include:-

Standard class rail fare from local station to place of committee. Bus and/or tube fares.

Where applicable the cost of a mid-day meal may be claimed. There are shops in the local areas selling reasonably priced sandwiches.

Where committee members do not expect to be home until late evening it is also appropriate for them to claim the cost of an evening meal, either taken onto the train, or purchased on the train.

It is not expected that committee members should claim for travel by car to committees at a higher cost than train travel. However, where car travel is cheaper or very much more convenient than train travel, mileage costs may be claimed by the driver (@ 25p per mile) plus where appropriate (@5p per mile per additional passenger), car parking etc charges.

Committee expenses are paid by BACS within five to ten working days of the committee. Details of committee members’ bank details are held on computer, and need not be submitted, **unless there has been a change in details, or this is the first claim made. PLEASE ATTACH RECEIPTS IN SUPPORT OF YOUR CLAIM WHENEVER IT IS POSSIBLE TO DO SO.**