

Please hand this form, duly completed, to your PCC TREASURER each month

PARISH OF

Details of parish working costs incurred by the Incumbent
 (or other parochial staff - see Note 5)
for the month of 2011

**PLEASE READ THE NOTES OVERLEAF BEFORE
 COMPLETING THE FORM**

Use of car:	miles	@	p per mile (see Note 4)	£
Public transport				
Telephone				
Postage and stationery				
Office equipment (details to be given below)				
Robes				
Hospitality				
Secretarial assistance				
Miscellaneous				
<i>Details to be given:</i>				
TOTAL EXPENDITURE INCURRED				
Reimbursed or paid direct by PCC (see Note 2)				
Amount to be borne by clergy out of stipend or personally (see Note 6)				

Signed

Date

NOTES

1. Only expenses necessarily incurred in connection with parochial duties should be claimed. Any expenses incurred in connection with other duties such as chaplaincies should not be included. The cost of heating, lighting and cleaning the parsonage, and of garden upkeep, should not be included. **IN ANY CASE OF DOUBT, THE DIOCESAN OFFICE SHOULD BE CONTACTED.** A booklet "The Parochial Expenses of the Clergy" is available on request.
2. The Board of Finance urges all Parochial Church Councils to reimburse in full the working expenses of clergy arising from parochial duties. PCCs are also asked to consider paying accounts and invoices directly from PCC funds where appropriate.
3. Clergy and the Parochial Church Council concerned may wish to discuss the setting of agreed limits to claim under any of the heads shown.
4. Motoring expenses may be difficult to assess and should be reimbursed by an agreed method. This may comprise either a mileage rate or a fixed sum paid monthly. The mileage rate should not exceed that recommended by the Diocese which is notified to clergy and treasurers. Current rates are:

Cars	First 10,000 miles Over 10,000 miles	40p 25p
Motor Cycles	Per mile	24p
Pedal Cycles	Per mile	20p

For journeys outside the diocese (and outside the immediately surrounding areas in South Tees-side, North Tyneside and Tynedale as far west as Hexham) the recommended rate for car travel is 25p per mile.

5. The phrase "*or other parochial staff*" includes: priests in charge, team vicars, stipendiary associate ministers and curates, stipendiary lay workers, house for duty priests and other non stipendiary priests with parochial responsibilities.
6. A copy of this form should be retained by the incumbent or other member of staff for use in connection with any claim he/she may make to the Inland Revenue for tax relief on any portion of expenses not reimbursed.

Diocesan Office
Auckland Castle
Bishop Auckland
County Durham
DL14 7QJ

January 2011