THE ELY DIOCESAN BOARD OF FINANCE

Claim for expenses in connection with attendance at meetings of Convocation and General Synod

I claim expenses for attending meetings on the following dates:

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1. TRAVELLING EXPENSES	£ p
a) Return Rail Fare from	
to	
(Concessionary Rate if applicable)	
b) Bus and Underground Fares	

2. SUBSISTENCE ALLOWANCE

If you wish to claim please give the following details:

a) Period of absence from home

from ..... On .....

to ..... On .....

b) Actual expenditure incurred

(i) Accommodation .....

(ii) Meals .....

The allowances which may be claimed will be subject to maximum allowances approved by the Board from time to time

Signature ..... Date .....

This form, completed and signed, should be sent to The Secretary of the Board at the Diocesan Office, Bishop Woodford House, Barton Road, Ely, Cambs, CB7 4DX