

Trustees & Committee Members Expenses.



**Diocese
of Salisbury**

Please complete all the details on this form. Once complete send the whole form to the appropriate board/person for authorisation.

Name:	
Position Held:	
Address:	

Payment Details

Account Name:		Sort Code:			-			-		
		Account Number:								

Date	Journey to & from /Other expenditure	Number of miles	Purpose of expenditure	£ Claim (total £ for miles or other expenditure)
Total				

Current mileage rates (per mile) for the 2024-2025 tax year are as follows:	Vehicle:	First 10,000 miles	Over 10,000 miles
	Cars & Vans	£0.45	£0.25
	Motorcycles	£0.24	£0.24
	Bicycles	£0.20	£0.20

Signature:		Date:	
Authorised by: Name:			
Signature:		Date:	

After authorisation, please email this PDF as an attachment to: invoices@salisbury.anglican.org

Tel: 01722 411922 salisbury.anglican.org

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442 Registered charity no. 240833. Registered Office: Diocesan Office, Emmaus House, The Avenue, Wilton, Salisbury, SP2 0FG