

Occasional Duty Fees & Expenses claim form during a Vacancy

Benefice: Deanery:

Date of vacancy:
(see notes)

Name of claimant:

Address of claimant:

Claimant's telephone:

Claimant's email:

Payment details

Please reimburse me by BACS to:

Bank details as previously provided

Bank details as follows (if not provided before or have changed):

Account No.:

Sort code:

Account in the name of:

Claim for the period: to

Notes for completion

- Churchwardens are requested to sign each service noted in Part A, they should ensure the claimant signs the form and this should be sent at the end of **each month** to the Rural Dean. Please complete one form per person.
- The Occasional Duty rates can be provide by the Diocesan finance depart at Diocesan House or be found by visiting the Fees section of the Diocesan website: www.dioceseofnorwich.org/fees
- Re-imburements are administered on or near the 15th of each month. Claims must be submitted, checked and authorised by the 7th of each month, for payment to be made by the Diocesan Finance Department.
- A vacancy begins on the legal date of the incumbent's departure (even if he/she has moved from the benefice before that date) and ceases the day before the institution of a new incumbent or licensing of a priest in charge. Occasional duty and expenses for services taken during the period between the Incumbent moving out and the vacancy commencing should be made to the PCC. No extra services should be claimed for other than those normally taken by the Incumbent.
- Parochial fees received for Occasional Offices (Weddings/Funerals) for parishes in vacancy should be remitted to the DBF in full by the Rural Dean.
- The Rural Dean will approve the payment of Occasional Duty Fees and expenses and forward the form to the Diocesan Finance Department, Diocese of Norwich, Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES.
- Payment will be authorised and sent directly by BACs to the person whose details have been listed.
- Fees and expenses can only be claimed by clergy with Permission to Officiate (PtO) in the Diocese. Expenses only can be claimed by full-time stipendiary clergy, non-stipendiary ministers or Readers.

For Office use only	Initials	Date	Expenses A/C No.	Benefice Ref:
Calculations and additions checked by Finance Office			Nominal Code: 140/5323/DBF	
Authorised by appropriate senior officer			Journal No.	Date:
Approved for processing			Chq No.	Date:

A: Occasional Duty Fees

					Churchwarden	
Date	Service	Parish	Fee	Total	Signed	Print
Example 01/01/2020	9.30 Holy Communion	All Saints	£37.00	£37.00	<i>AN.Example</i>	AN.Example

Total cost:

B: Car mileage (or bike mileage)

Date	Journey from	Journey to	No. of miles

The current rate of car mileage reimbursement is 45.0p per mile if you claim less than 10,000 miles a year, and 25.0p for every mile over. For bike mileage it is 24.0p for motorbikes and 20.0p for bicycles.

	Total miles	Total cost
Car: (x 0.45 / 0.25)		£
Bike: (x 0.24 / 0.20)		£

Claim summary

A. Occasional Duty Fees	£
B. Car Mileage	£
Bike mileage	£
Total claimed	£

Signed
(Claimant)

Name
(Capital Letters)

Date

Signed
(Rural Dean)

Name
(Capital Letters)

Date