

Occasional Duty Fees & Expenses claim form when there is no vacancy

Benefice: Deanery:

Reason for cover:

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

1. Claimants are requested to sign this form and pass to the Incumbent of the Benefice for authorisation at the end of **each month**. If the Incumbent is unavailable (due to illness/sabbatical), the form should be passed to the Rural Dean. Please complete one form per person.
2. 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
3. The DBF proportion of the fee should be remitted in full (with no netting off) to the Diocesan Finance Department.
4. 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.
5. The Incumbent/Rural Dean will approve the payment of Occasional Duty Fees and forward the form to the Diocesan Finance Department, Diocese of Norwich, Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES.
6. Payment will be authorised and sent directly by BACs to the person whose details have been listed.
7. Fees can only be claimed by clergy with Permission to Officiate (PtO) in the Diocese for Occasional Offices (Weddings/Funerals). **Expenses should be claimed from the PCC.**

For Office use only	Initials	Date	Expenses A/C No.	Benefice Ref:
Calculations and additions checked by Finance Office			Nominal Code: 140/5326/DBF	
Authorised by appropriate senior officer			Journal No.	Date:
Approved for processing			Chq No.	Date:

Occasional Duty Fees

Date	Service	Parish	Fee Claimed
Example 01/01/2020	Wedding (Smith/Jones)	All Saints	£104.00

Total claim:

Signed
(Claimant)

Name
(Capital Letters)

Date

Signed
(Incumbent/Rural Dean)

Name
(Capital Letters)

Date