

General Synod 2023 Expenses claim

For Office Use Only

Travel: <i>Rail/bus fare</i>			£ _____
<i>Mileage</i>	_____ miles @45p		£ _____
Other			£ _____
			£ _____
			£ _____
Accommodation Allowance		No. of nights	
<i>Hotel: Dinner, B&B</i>	(up to a max of £175 per night)	_____	£ _____
<i>Friends & Family allowance</i>	(up to a max of £50 per night)	_____	£ _____
Please attach all receipts (see notes below)			TOTAL £ _____

Name and Address	Attending as:
	General Synod Member Alternate GS Member Committee Convener Other (please state)
Date: _____ 2023	

Bank account details for payment of expenses
<p>Either: Use my bank details previously provided to General Synod Office</p> <p>Or: use the following bank details:</p> <p>Account in the name of: _____</p> <p>Bank sort code: _____</p> <p>Bank account number: _____</p> <p>Email address: _____</p>

Notes:

- 1 Please ensure that this form is returned by not later than **30 June 2023** to the General Synod Office, 21 Grosvenor Crescent, Edinburgh, EH12 5EE or emailed to GSexpenses@scotland.anglican.org.
- 2 Public transport should be used wherever possible.
- 3 Central Edinburgh parking costs will only be reimbursed in exceptional circumstances.
- 4 Maximum overnight rate (including dinner and breakfast) is £175.
- 5 For members staying with friends and family during Synod an allowance of £50 a night is available to support a contribution by members to the costs incurred by their hosts.
- 6 Notification of payment of expenses will be sent by email.