

## General Synod 2024 Expenses claim

<b>Travel: Rail/bus/ferry/flight</b>			£
<i>Mileage</i>	miles @45p		£
<b>Other</b>			£
			£
			£
<b>Accommodation Allowance</b>			
<i>Have you submitted an advance claim for accommodation expenses?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		<b>No. of nights</b>	
<i>Hotel: Dinner, B&amp;B</i>	(up to a max of £175 per night)		£
<i>Friends &amp; Family allowance</i>	(up to a max of £50 per night)		£
<b>Please attach all receipts (see notes below)</b>			<b>TOTAL</b> £

Name and Address (please print)	Attending as:
	General Synod Member <input type="checkbox"/> Alternate GS Member <input type="checkbox"/> Committee Convener <input type="checkbox"/> Fresher <input type="checkbox"/> Other (please state) <input type="checkbox"/>
Date: _____ 2024	_____

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

**Notes:**

- 1 Please ensure that this form is returned by not later than **30 June 2024** to the General Synod Office, 21 Grosvenor Crescent, Edinburgh, EH12 5EE or emailed to [GSexpenses@scotland.anglican.org](mailto: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.