

General Synod 2023 Expenses claim

| | | | |
|---|---------------------------------|---------------|----------------|
| 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 (please print) | | Attending as: |
|---------------------------------|------------|---|
| | | General Synod Member <input type="checkbox"/> |
| | | Alternate GS Member <input type="checkbox"/> |
| | | Committee Convener <input type="checkbox"/> |
| | | Other (please state) <input type="checkbox"/> |
| Date: | _____ 2023 | _____ |

| Bank account details for payment of expenses | |
|--|-------|
| 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 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.