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| **IME Mileage expenses claim form** |
| **Name:** |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Travel details** | | | | | | |  |  | | | **Date** | **From** | **To** | **Event** | **\*No. in car** | **\*\*Rate per mile** | **Mileage** | **Mode of public transport** | **Amount**  **£ p** | | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | | **Totals** | | |  |  |  |  |  | **£** | **p** | |
| ***\*Transport should be shared whenever possible. Mileage may not be payable if journeys are not shared when reasonable to do so.***  ***\*\**** ***Bike Mileage Rates 20p per mile***  ***Car Mileage Rates Up to 10,000 miles - 45p Over 10,000 miles - 25p - This applies to all engine sizes***  ***Rate for car sharing – 50p*** |
| *I confirm that these expenses have been wholly, necessarily and exclusively incurred in the course of authorised duties and that my total mileage to date is correctly disclosed.*  Signature of claimant:……………………………………………….……………….….…. Date:…………………..  Signature of budget holder:…………………………………………….………….……… Date:…………………..  **IMETRAV CLED** |

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| ***Approved claims will be paid into your bank by BACS transfer. Please provide details if you haven’t done so already. (If you are being paid a stipend the diocese will already have these details).***  Bank:……………………………………………….  Sort Code:…………………………………………  Account Name:……………………………………  Account Number:………………………………… |

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| *Note:*  *Expenses should be claimed twice a year*  *Claims may only be made for expenses incurred whilst travelling to or from sessions in the IME programme.* |
| **When completed please return this sheet to: (IME Administrator), Diocese of Leeds, Church House, 17-19 York Place, Leeds LS1 2EX… or email:** [**cmd@leeds.anglican.org**](mailto:cmd@leeds.anglican.org)  **During the pandemic please submit this form by email. Hard copies sent to the office may not be found or opened for some time.** |