**ANGLICAN ARCHDEACONRY OF FRANCE AND MONACO**

**ANNUAL SYNOD 2019 TRAVEL CLAIM FORM**

|  |  |
| --- | --- |
| **NAME** |  |
| **CHAPLAINCY** |  |

*If your travel claim covers other synod members, please give their names:*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Details** | **Cost** |
| **Train** |  |  |
| **Plane** |  |  |
| **Bus/coach** |  |  |
| **Mileage** | No of kilometres @ 0,35 cts/km |  |
| **Toll charges** |  |  |
| **Taxi** |  |  |
| **Other** |  |  |
|  | **Total** |  |
|  | **Total less €25 per person** |  |
|  | **Final total** |  |

Claims must be supported by **receipts**

**Mileage**: please provide a print from a site such as Google maps or Mappy showing the distance. Motorway **toll charges** will be reimbursed against receipts or internet details.

**The first €25 of your travel expenses are to be claimed from your chaplaincy. Expenses over €25 and up to a maximum of €320 will be reimbursed by the Archdeaconry as outlined above.
Expenses over €320 are the responsibility of your chaplaincy**.

**Please don’t forget to bring a stamped addressed envelope (or €2 will be deducted to cover costs)**