

**OXFORD DIOCESAN BOARD OF FINANCE
AREA DEAN EXPENSES**



DEANERY

Please insert your name and address in the box in block capitals

Car make & model if claiming mileage

CLAIM FOR WORKING EXPENSES FOR THE QUARTER ENDED

Please see notes overleaf for guidance on the completion of this form.

I certify that the expenses of office and official entertainment incurred by me wholly, exclusively and necessarily in the performance of my duties as Area Dean were as follows:

£

1 General office expenses:

Telephone / Internet

Postage and stationery

Computer expenses (as agreed with your Archdeacon)

Others

0.00

2 Administrative assistance

3 Books

4 Sundries: (significant items detailed separately)

5 Official entertainment incurred in connection with official duties

6 Travelling expenses (detailed overleaf):

Fares

Parking

Mileage* to 10,000

Mileage after 10,000

miles @

55

pence per mile

miles @

25

pence per mile

0.00

0.00

7 GROSS TOTAL (1 - 6 above)

0.00

**8 LESS: REIMBURSEMENT received or claimed from sources other than
Diocesan Board of Finance**

9 NET TOTAL CLAIMED for reimbursement

0.00

* Please see note overleaf

If you have not already done so, please give your bank details or any changes to details so that we can make payments more efficiently and cheaply for you:

Bank Name:..... Branch:.....

Sort Code:..... Account Number:.....

Account in Name of:.....

Signed:.....(as authorisation to make future payments based on these details)

For remittance advice purposes my e-mail address is:

I confirm that I am in possession of a £500 float:

Signed..... Area Dean

Date.....

Approved:..... Archdeacon

Date.....

Please use a separate claim form for each quarter.

The claim for the quarter to 31st March each year must be completed and submitted by 5th April if you wish to take full advantage of the tax allowances within that tax year.

Please attach receipts and tickets whenever possible to support your claim. Claims for telephone calls must be supported by an itemised bill or diarised list.

Due to tax requirements, please ensure that the receipt for secretarial assistance includes details of the name and address of the person you have employed.

Journey details (Please continue on a separate sheet if necessary)

Add cumulative mileage already claimed this year since 1st April (from the last claim submitted)
- this relates to the tax year which runs from 1st April to the following 31st March each year.

Total cumulative mileage claimed this year to date

The 10,000 applies to the cumulative total of parish and deanery mileage; the higher rate is therefore likely to be claimed in the earlier part of the tax year and the lower rate in the latter part.

The relevant rates per mile from 6th April 2026 are:-

NB - The mileage rate for cars up to 5th April 2026
All Engine Sizes 45p 25p

Travelling Expenses Details - continuation page[illegible]