

### SEQUESTRATION EXPENSES CLAIM FORM

Benefice of \_\_\_\_\_ in Sequestration

Month of Claim \_\_\_\_\_ **20** \_\_\_\_\_

Please use this form in consultation with the 'Memorandum for the Guidance of Sequestrators' information distributed by the diocesan Registry Department at the start of your vacancy. You should list all expenditure and income for the month using the notes & guidance below.

**Part A Services Taken**

PCCs are to use HM Revenue & Customs mileage rates. Please see the HM Revenue & Customs website for the latest rates or check with the diocesan Finance Office.

Please list all services that you wish to reclaim fees and expenses paid for by the PCC:

DATE	SERVICE	CASUAL DUTY FEE £	NAME OF OFFICIANT	MILEAGE £	TOTAL AMOUNT £
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**TOTAL Paid out (PART A) £        -**

## Part B Sequestrators' expenses (other than service expenses)

DATE	NATURE OF EXPENSE (ACCOUNT OR RECEIPT SHOULD BE ATTACHED TO THIS CLAIM)	TO WHOM PAID	AMOUNT CLAIMED £

**Total Paid out (PART B) £**                                          -

## Part C Summary

	<b>£</b>
Total Amount Paid - PART A	<u>                    -</u>
Total Amount Paid - PART B	<u>                    -</u>
<b>Amount to be reimbursed to PCC</b>	<b><u>                    -</u></b>

I the Churchwarden of \_\_\_\_\_

Certify that the above information is correct to the best of my knowledge.

Signed \_\_\_\_\_ **Churchwarden**

Address for correspondence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please state clearly the account holders name for reimbursement below:*

**I WISH THE DIOCESAN BOARD OF FINANCE TO MAKE PAYMENT PAYABLE TO:**

\_\_\_\_\_

Sequestrators are requested to return this form, duly completed, by the **7th of the following month** to the Archdeacons Office, Jubilee House Westgate, Southwell, Notts, NG25 0JH  
(A replacement form for your next claim will be sent to you on receipt of this form duly completed)



Jubilee House, Westgate, Southwell,  
Nottinghamshire, NG25 0JH  
**01636 814 331**  
[www.southwell.anglican.org](http://www.southwell.anglican.org)

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