

The Chelmsford Diocesan Board of Finance

Vacant Benefice of Parish Number

Month/Quarter of

Monthly Sickness Cover Return

1. Please list Ministers who have officiated during the month, indicating those to whom you have paid fees in accordance with the "Diocesan notes on interregnum procedures" for which you are now requesting reimbursement by the Board of Finance - **NB Travelling Expenses can be claimed.**
2. Please return this form by the 7th of the following month to : Debbie Humphreys, Finance Department, Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. **Claims will not be paid if they are more than 12 months old.**

Details of Services Taken for which Locums have been Paid

Date	Service Time	FULL Name & Address of PTO Officiant Paid by Parish	Travel Expenses	Locum Fees Paid
603001091 349 6010 - 010			Monthly/Quarterly Total £	

Signed _____ (Churchwarden/Treasurer)

Date _____

Please tick for hard copies to be posted/emailed
(delete as appropriate)