


**PLEASE RETURN THIS FORM TO:**

 The Anglican Centre, P O Box 100, Nelson  
**Email: dioadmin@nelsonanglican.nz**
**VISITING SPEAKER REIMBURSEMENT CLAIM**
**Code: ( 3960 N )**
**NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**Parish** \_\_\_\_\_

**Date of Assistance** \_\_\_\_\_

**Locations** \_\_\_\_\_

**TRAVEL REIMBURSEMENT**
**Travel From** \_\_\_\_\_

**To** \_\_\_\_\_

**Total km's Claimed** \_\_\_\_\_ @ \$0.58

**\$** \_\_\_\_\_

**SERVICE FEES**
**Number of Services** \_\_\_\_\_

**\$** \_\_\_\_\_

**Other Expenses** \_\_\_\_\_

**\$** \_\_\_\_\_

**Payments Rates:**
**Service Fee (Daily Rate)**

Single service \$150.00

**Totals Summary**
**Travel** \$ \_\_\_\_\_

Two services \$200.00

**Service Fee** \$ \_\_\_\_\_

Three or more services \$250.00

**Other Expenses** \$ \_\_\_\_\_

Travel (per kilometre) \$0.58

**Total Payment** \$ \_\_\_\_\_

**Your Bank Account Number for Direct Payment:**

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**Bank**
**Branch**
**Account Number**
**Suffix**
**Requirements - Interregnum Ministry and Other Ministry Assistance**

1. Visiting Ministry Services provided by Full Time Diocesan Staff and Full Time Bishopdale Theological College Faculty- not eligible for payment.
2. Visiting Ministry Services provided by Lay or Ordained ministers who receive a stipend or part stipend from the Diocese or another Parish - eligible only for reimbursement of travel expenses.
3. Visiting Ministry Services provided by Lay or Ordained ministers who do not receive a stipend from the Diocese or a Parish - eligible for Service fee and travel expenses.
4. An IR330C Form must be lodged annually with the Diocesan office for each eligible Lay or Ordained Minister undertaking these services.

This policy does not apply to anyone ministering in their home Parish

**IR330C attached** **Y / N**
**Claimant's Signature:**
**Authorised By Warden:**
**The Anglican Diocese of Nelson**

 48 HALIFAX ST  
 P.O. BOX 100, NELSON 7040


+ 6 4 3 5 4 8 3 1 2 4



RECEPTION@NELSONANGLICAN.NZ