

# Malankara Mar Thoma Syrian Church

## Form for the Reimbursement of Travelling Expense due to Clergy Transfer

Norms applicable as per the Circular No. 192 Dated 26.03.2007 of H.G. the Metropolitan

(Refer Clergy Manual (2016 Edition) Page Nos. 43-45)

1	Name of the Clergy	
2	Date/s of Travel	
3	Journey originating place	
4	Journey destination place	
5	Total Distance (in Kms)	
6	Mode of Travel (✓)	Bus / Train (AC III Tier)/Owned Four wheeler
7	Mode of Luggage Transport (✓)	Accompanied / Parcel Service
8	Details of Ticket, Bills (Original bills to be enclosed)	1. 2. 3. 4. 5. 6. 7.
9	Incidental Expenses (100% of Passenger Tickets in case of Bus Journey/ 20% of Passenger Tickets in case of Train Journey)	
10	Travelling Expense Reimbursement received from Parish / Institution (if any)*	
11	Total Reimbursement claimed	
12	Whether the Parish/ Institution have paid the share to Clergy Transfer Fund?	
13	Address to which the reimbursement cheque to be sent / Bank Account details	Bank: Branch: A/c No.: IFSC:

\*Note: The Parish/ Institution has to bear the travelling expenses up to 200 Kms. NA for clergy who were undergoing studies and first appointment.

All the information entered above is true to the best of my knowledge and belief.

**Place:**

**Name:**

**Date:**

**Signature:**