

# Claim for Service Relief Payment



## Payroll details

|                   |                   |
|-------------------|-------------------|
| <b>Surname</b>    | <b>Payroll No</b> |
| <b>First name</b> |                   |

## Service relief details

| Parish                   |  | Date                  |        |                     |
|--------------------------|--|-----------------------|--------|---------------------|
| Time                     | Centre                                 | Comments              |        |                     |
|                          |  |                       |        |                     |
|                          |  |                       |        |                     |
|                          |  |                       |        |                     |
| <i>Registry use only</i> | Leave          Vacant<br>Please circle | <i>Invoice Parish</i> | Amount | Payroll code    A07 |

## Travel

Travel is paid at \$0.75 per km. \$0.68 untaxed, \$0.07 taxed up to 5,000 km. Over 5,000 km is paid at \$0.75 taxed

|  | Kilometres | <i>Registry use only</i>   |
|--|------------|--|
|  |            | Payroll code   |
| Distance travelled from home to 1st service  |            |  |
| Distance travelled within the Parish         |            |  |
| Distance travelled from last service to home |            |  |
| <b>Total Travel</b>                          |            | Pay element 23 (\$0.68) - KM<br>Pay element 24 (\$0.07) – KM<br>Pay element 25 (\$0.75) - KM |

## Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please keep a copy of this form for your records. Please submit marked 'Attention: Payroll'.** Email – [payroll@bendigoanglican.org.au](mailto:payroll@bendigoanglican.org.au), Fax – 5441 2173, Mail – Registry, PO Box 2, BENDIGO VIC 3552

### *Registry use only*

| Action                         | Responsibility of | Completed by | Date |
|--------------------------------|-------------------|--------------|------|
| Received and reviewed          | Payroll           |              |      |
| Processed in payroll           | Payroll           |              |      |
| Filed in relief payment folder | Payroll           |              |      |