

The select vestry of Kilkenny Union of Parishes will pay vouched and receipted expenses in accordance with agreed activities directed by the select vestry and reflected in the operational plan for the parish.

Volunteers claiming such expenses must use an *Expenses Claim Form*.

Where a member of staff incurs expenses in the course of discharging work on behalf of the select vestry of Kilkenny Union of Parishes an approved *Staff Expenses Claim form* must be used.

Where invoices are received payment will be authorised using an Electronic transfer of Funds

