

The Methodist Church



District Officers' expenses

Lay officers of the District may claim reimbursement of all reasonable expenses incurred in the performance of their duties, including travel costs (**up to 45p per mile for travel by car, where public transport is impractical or more costly**). Please book inter-city train journeys as far in advance as possible, so as to take advantage of the cheapest available fares.

Ministers, deacons and probationers who hold a district office will normally claim from their circuits for telephone costs and short or infrequent car journeys on District business, but they may wish to seek reimbursement from the District of other travel costs, postage, stationery, photocopying etc.

The claim form attached has been designed for the use of all District officers. Further copies can be obtained from the District Treasurer or downloaded from the District Website.

Car mileage claims should specify the journey involved, the reason for it, the distance covered and the rate claimed ([a separate spreadsheet detailing more than one journey can be attached to the claim form](#)). **All other expenses** (other than occasional postage, but including photocopying costs) **must be supported by an invoice/receipt**.

Please submit your claims promptly, but in any event within three months in the case of travel expenses and within six months in respect of incidental expenses.

The District Treasurer is:

Mr Brian Park
Dove Cottage
Moor Road
Leyburn
North Yorkshire
DL8 5DH

Tel: 01969 623818

Email: brianpark653@gmail.com



Darlington Methodist District
Charitable Trust Registration Number
1133814



General Expenses Form

Name	
Address	
Phone No	
Email Address	
Bank Details (if you would like your expenses to be paid directly into your bank and we don't already have them or they have changed)	Account Name: _____ Sort Code: _____ Account No: _____

Item	No of Miles/Details of Journey/ Other Item	Budget	Amount
Mileage (@ 45p per mile)			£
Car Parking			£
Train/Bus Tickets			£
Taxi			£
Other items			£
		Claim Total	£

I certify that I will accept full responsibility for making any declaration to the Inland Revenue in connection with any income arising from the money received for the above.

Signature of Claimant	
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Receipts to be attached please.
Turn Over for Authorisation Box (District Use only)

Please return this completed form either by email to:
brianpark653@gmail.com
or post to:

Brian Park, District Treasurer, Dove Cottage, Moor Road, Leyburn, North Yorkshire, DL8 5DH
Telephone number 01969 623818

For District Use			
Signatory One (agreed by)			
Signatory Two (paid by)			
Date		Transaction Ref	
		Cheque No/IB Ref	

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