



**Darlington Methodist District  
Charitable Trust Registration No. 1133814  
General Expenses Form**

<b>Name</b>	
<b>Address</b>	
<b>Phone No</b>	
<b>Email Address</b>	
<b>Bank Details</b> (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:

<b>Item</b>	<b>No of Miles/Details of Journey/ Other Item</b>	<b>Budget</b>	<b>Amount</b>
<b>Mileage (@ 45p per mile)</b>	@ 0.45p = £		£
<b>Car Parking</b>			£
<b>Train/Bus Tickets</b>			£
<b>Taxi</b>			£
<b>Other items</b>			
		<b>Claim Total</b>	£

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.

**Receipts to be attached please.**

**Signature of Claimant**

**Date**

**Approved** \_\_\_\_\_

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

**Please return this completed form either by email to:**

[john.monkhouse@jnetmail.co.uk](mailto:john.monkhouse@jnetmail.co.uk)

**or post to:**

John Monkhouse, District Treasurer, 12 Whinflower Drive, Stockton-on-Tees, TS20 1TQ  
Telephone number 01642 558751