

The **Methodist Church**
Plymouth & Exeter District



Expenses for Period:

Name:
Address:
Position in Church / Committee

Most payments are made via the BACS system. Please enter your bank details here if this will be your first BACS payment, or there is any change. Thank you.

Sort Code: **Account number:**

CAR JOURNEY DETAILS			MILEAGE DETAILS	
Date	From/To	Reason for journey	Mileage claimed	Miles @ £0.45p
TOTAL MILEAGE				

OTHER EXPENSES				
Date	Details (e.g. postage, telephone calls, photocopying, other travel)	CLAIM	£	p
TOTAL OTHER				
TOTAL CLAIM				

Signature Date

The current rate per mile is 45p for presbyters, deacons, supernumeraries, lay employees and lay volunteers for the first 10,000 miles and thereafter 25p/mile.

If mileage is to be paid at 45p per mile please confirm below.

I confirm that I wish the mileage on this claim to be paid at 45p per mile and that mileage claimed at this rate for all Methodist purposes does not exceed the 10,000 limit.

Signature

Please return to: Mrs Rachel Mitchell, District Treasurer, District Mission Resource Centre,
c/o The Mint Methodist Church, Fore Street, Exeter, EX4 3AT

Or by email to: treasurer@pemd.org.uk

Please note all expenses claims should be submitted by 15th of the month after the month to which they relate. (i.e. on 15th January for December expenses).