



<b>Expenses for Period:</b>
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<b>Name:</b>
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<b>Address:</b>
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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.

<b>Sort Code:</b>	<b>Account number:</b>
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CAR JOURNEY DETAILS			MILEAGE DETAILS	
Date	From/To	Reason for journey	Mileage claimed	Miles @ £0.45p
<b>TOTAL MILEAGE</b>				

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

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 Rebecca Campion  
PEMD Finance Administrator, 17 Widey View, Hartley, Plymouth. PL3 5JQ  
**Or by email to:** [treasurer@pemd.org.uk](mailto:treasurer@pemd.org.uk)