



Blackheath and Crystal Palace Circuit

Send to: The Treasurer
 c/o The Circuit Office, Burnt Ash Methodist Church Hall
 Burnt Ash Hill, Lee, London, SE12 0QD

EXPENSE CLAIM

Claimed by:
 Address:
 Reason for claim:

Date	Description of expenses	£	P
Please reimburse the above expenses to me. Signed:		TOTAL	

Notes:

1. Any travel expenses incurred by preachers (or those designated to collect/return them) can be claimed as an expense against the Circuit (for which this form can be used). However, where a church invites a preacher themselves, these costs must be borne by the individual church.
2. When travelling by car, mileage may be claimed at the HMRC rate (currently 45p per mile) and should be limited to the lower of:
 - (a) The actual miles travelled; and
 - (b) The distance between the church that the preacher normally attends and the church being visited (plus return journey).
3. When travelling by other means, receipts should be obtained where possible (eg for a taxi) and attached to this expense claim.
4. Receipts or invoices are required for all other expenses.