

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:

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