

Quarterly Expenses Claims – Guidance notes

This form is for supernumerary ministers, local preachers and worship leaders when they have expenses they wish to claim back from the Circuit. It should be submitted after the end of each quarter in which a claim is being made. Expenses will usually be paid within ten working days of submitting them, direct to your bank account – no cheques to bank!

Please refer to the Circuit Expenses Policy for full details of how expenses are managed. If you are unsure of whether you can claim for something on expenses, please check before you spend.

Guidance for filling in the expenses claim:

- Make sure you enter your name, date, and the period you are claiming for at the top of the form.
- If this is your first expenses claim from Cumbria Circuit, please add your bank account details.
- For travel costs, please fill in the separate Travel Details sheet. To get to this, click on the tab labelled 'Travel Details' at the bottom of the spreadsheet.
- For travel by car, motorcycle or bicycle, please enter the total number of miles being claimed for each day of the month. To back up your claim, please include basic details of the journeys made and the reason for travel (e.g. hospital visit, pastoral visit, staff meeting).
- If you are transporting other passengers on Circuit business (e.g. to a meeting) you can claim an extra 5p per mile per passenger. Please add up the total number of miles for each passenger and enter the overall total in the Passenger Mileage column. E.g. if you take two passengers on a 20 mile round trip, enter 40 in this column.
- For parking, public transport and taxi fares, please enter the cost of the journey as shown on the ticket or receipt and submit a photo or scan of your tickets/receipts together with the claim form. If you have a number of tickets/receipts, it is helpful to take a single photo or scan of all of them laid out side-by-side rather than individual images of each one.
- Click on the 'Expenses Form' tab to get back to the main form. Your travel costs will automatically copy across to the main form.

- Circuits are required to offer to supernumeraries a preaching fee of £30 per appointment. If you are a supernumerary minister and you wish to claim this fee, please list dates and details for each preaching appointment and enter £30 in the right-hand column as your fee for each appointment.
- For other sections of the claim form, please enter a description of each expense in the middle column and then the amount claimed in the right-hand column. Ensure that copies of all receipts or invoices are submitted with the claim.
- Check that the Total claim shown in the highlighted row at the bottom looks correct.
- Please send your completed form by email, including all receipts & invoices, to the Circuit Treasurer and copy it to paul.rand@churchandcommunity.org.uk.

When is it reasonable to claim expenses from the Circuit?

Supernumerary ministers, local preachers and worship leaders spend a lot of time, thought, energy and sometimes money on the work they do for the Circuit. You are welcome to claim expenses for travel to preaching appointments you are given by the Circuit and other travel you do on Circuit business. You may also wish to claim for resources that you buy, particularly when training as a local preacher, or for other costs associated with your training or continuing development.

We ask you not to claim travel expenses when leading worship at your home church.

If you are invited by a church to preach outside the area of the Circuit in which you would normally preach, you should ask the church, not the Circuit, to cover your expenses for this. For example, if your home area is Kendal and your preaching appointments are normally limited to the southeast of the Circuit, but you are invited by Brampton Methodist Church to take their Church Anniversary service, you should ask Brampton to cover the cost of your travel for that service.