**THE CHURCH OF SCOTLAND**

**MINISTERIAL MONTHLY TRAVEL EXPENSES CLAIM**

For the calendar month of [month] [year]

**PLEASE COMPLETE ALL SECTIONS**

|  |  |  |
| --- | --- | --- |
|  | **Surname** | **Christian Name** |
|  |  |  |

**Mode of Transport – Car**

|  |  |  |  |
| --- | --- | --- | --- |
| **Presbytery** | **Charge** | **Interim Moderator Charge** | **Previous Charge (**if translated during month**)** |
| **CEI: Highlands and Hebrides** |  |  |  |
| **MILEAGE FOR PERIOD**  **@ £0.45/mile** | miles  =£ | …. miles  =£….. | …. miles  =£…… |

**Mode of Transport – Bicycle**

|  |  |  |  |
| --- | --- | --- | --- |
| **Presbytery** | **Charge** | **Interim Moderator Charge** | **Previous Charge (**if translated during month**)** |
|  |  |  |  |
| **MILEAGE FOR PERIOD**  **@ £0.20/mile** | …. miles  =£…… | …. miles  =£…… | …. miles  =£…… |

**Total Claim = £**

**I certify that the above is correct.**

**I also undertake to notify the church offices if I no longer continue to provide a car for the purpose of my work and therefore am no longer entitled to the appropriate lump sum payment**

-/-/2025 Date submitted

Please e-mail to **Congregational Treasurer(s) only**

**Only one column should be completed for submission to each relevant treasurer – for current charge, IM charge, previous charge – and separate forms used for each submission.**

**Please retain copies for submission to Presbytery or to HMRC if requested**