



EXPENSES CLAIM FORM AUTHORISED LAY MINISTRY

Date(s);	
Name:	
Type of expenditure	Authorised Lay Ministry Tutor

VAT EXEMPT AND ZERO-RATED ITEMS

	<i>Description*</i>	<i>Amount</i>
	Mileage @ 40p per mile	
	Fares: public transport/taxis	
	On-street parking charges	
	Other	
	TOTAL	

DETAILS OF JOURNEY MILEAGE

From	To	Miles
TOTAL NO. OF MILES		