

Secretary of the Conference: The Revd Dr Jonathan Hustler
Email: conferenceoffice@methodistchurch.org.uk

Methodist Church House
25 Marylebone Road
London NW1 5JR

+44 (0) 20 7486 5502 (enquiries)
enquiries@methodistchurch.org.uk
www.methodistchurch.org.uk
registered charity no 1132208

To: Synod Secretaries and District Treasurers

April 2024

Dear Colleague

Conference Expenses 2024

Please find below the terms for reimbursement of expenses from the Methodist Church Fund as agreed by our Financial Services office.

Travelling Costs – from home to Leeds

Representatives are encouraged to travel by public transport rather than by car and to book their tickets as early as possible in order to keep the Conference's travel costs to a minimum, whilst having regard for personal safety and the impact on the environment.

Expense claims for personal cars, hire cars, motorcycles or taxis will be accepted only in the following circumstances:

1. • If using a purely electric vehicle (not hybrid).
2. • If two or more expense claimants are travelling together in the same vehicle to the same location and it is cheaper than using public transport.
3. • If transporting heavy resources or equipment that cannot reasonably be sent by other means.
4. • If the individual undertaking the journey has a disability that would make using public transport inappropriate or unacceptable.
5. • If there is no public transport option available.
6. • If using public transport increases the journey time by more than 50% (or by one hour, where the journey is less than two hours).


Mileage claims for those using their own cars will be reimbursed at the rate of 45p per mile.

Representatives who travel by car and share their car with other representatives for all or the majority of their journey may claim an additional 5p per passenger per mile.

Essential travel expenses of the representatives to different venues associated with the Conference, eg ordination services, can also be claimed.

Parking at the Conference venue

Parking costs will be reimbursed **only** for cars shared by two or more representatives travelling together for the majority of their journey, proof of car-sharing will be required, or for representatives with special circumstances, please refer to the list above.



There are several car parks within walking distance of the Venue and there is an onsite multi-storey car park for 1500 vehicles. Blue badge holders are permitted to park on Armouries drive free of charge. Parking in this location is subject to availability so please call ahead on +44 113 220 1996 to enquire. Below is a link to the discounted car park, please only give it to reps that need to drive.

[Home | Royal Armouries Conference and Events | Event Booking Service \(events-booking.co.uk\)](#)

7. Parking at the Conference venue (representatives commuting from home)

The discounted daily parking charge is £10.80. The Conference will reimburse this in recognition of the saving on accommodation; however commuters are strongly encouraged to share a car with another representative, if at all possible, or to offer a lift to someone who is volunteering at the Conference.

8. Expenses for Meals

Breakfast is provided by the hotels and lunch will be served in the venue. Representatives can claim meal expenses of up to £22.50 for their evening meal. Claims must be supported by receipts. The Conference cannot reimburse the cost of alcohol taken with meals.

9. Loss of earnings

A maximum of £80 per day may be claimed to replace earnings lost as a result of attendance at the Conference. This should not be included in your district expense claim. Any representative wishing to claim for loss of earnings should submit their claim direct to the Conference Office, using the loss of earnings claim form attached.

10. Other

- Ordinands submit their claims directly to the Ministries Office, ordinations@methodistchurch.org.uk, and have accordingly been removed from the list of district representatives on the claim form.

11. Making your claims

A claim form is enclosed. Please ensure that your claim reaches us as soon as possible following the Conference, and definitely no later than **19 July 2024**.

Yours sincerely

Sharon Hassanali
Events Coordinator