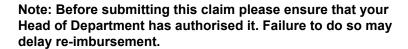
## **CLAIM FOR EXPENSES**





Name	Appointmer	ıt
Address		
email		Tel
Claim for repayment of	expenses for the month of	Year
SUMMARY		
Mileage (use form on pag	e 2 to calculate)	£
Fares (Rail / Bus /Taxi)		£
Other (Please specify)		£
	Total	£
	ospitality to the value of £spitality (Church House U: Drive).	which have been recorded on
These expenses were ne	cessary for the work of the	committee.
Signature of claimant		Date
APPROVAL: Consideration against the budget of the	•	I I authorise payment to be charged
Executive Officer		Date
Finance Office Use		

DETAILS OF JOURNEYS - In making this mileage claim, you confirm that you hold a current Driving Licence and valid insurance which covers business use.

## **Home to Office Mileage:**

Complete the 'Home to 'Office Mileage' box when you make a work-related detour as part of your regular journey to or from your normal place of work.

Date	From	То	Purpose	Mileage	Home to Office Mileage	Net Mileage
					Total Mileage	

Mileage expenses (Total Mileage x 45 pence per mile) = £