

# CLAIM FOR EXPENSES

**Note: Before submitting this claim please ensure that your Head of Department has authorised it. Failure to do so may delay re-imburement.**

**Name** ..... **Appointment** .....

**Address** .....

**email** ..... **Tel** .....

**Claim for repayment of expenses for the month of** ..... **Year** .....

## SUMMARY

Mileage (use form on page 2 to calculate) £ .....

Fares (Rail / Bus /Taxi) £ .....

Other (Please specify) ..... £ .....

Other (Please specify) ..... £ .....

Other (Please specify) ..... £ .....

Other (Please specify) ..... £ .....

Other (Please specify) ..... £ .....

**Total** £ .....

I have received Gifts & Hospitality to the value of £ .....which have been recorded on the Register of Gifts & Hospitality (Church House U: Drive).

These expenses were necessary for the work of the ..... committee.

**Signature of claimant** ..... **Date** .....

**APPROVAL:** Consideration has been given to economy and I authorise payment to be charged against the budget of the committee.

**Executive Officer** ..... **Date** .....

## Finance Office Use

