Expenses Claim Form

Please attach all receipts and supporting documents thank you.

|  |  |  |
| --- | --- | --- |
| Date | Details | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total Claimed | 0 |

**Mileage Claims** – Mileage will become payable at the rate of 45p per mile for all journeys of 5 miles or more each way, made on behalf of the Group. Where mileage is claimed it should be for the whole return journey. Mileage claims for towing the Group caravan should be for the whole return journey irrespective of distance.

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name |  | Signed |  |
| Date |  |

Preferred method of payment Bank Transfer / Cheque (please delete one)

If Bank transfer, please ensure the treasurer has your bank details. If not please enter below

|  |  |  |  |
| --- | --- | --- | --- |
| Account Number |  | Sort Code |  |

Treasurer

Date Paid Signature

Paid by

Bank Transfer Yes/No Cheque Yes/ No Petty Cash Yes/No

Notes: