EXPENSES CLAIM FORM



- full version

Name	
Address	

If you'd like to be paid by BACS, please complete your bank details below.

Bank name	
Name on account	Do not abbreviate
Sort code	
Account number	

Date of expense	Details	Amount	Receipt attached or explanation if no receipt
Total:			

I confirm that this claim is accurate and that the above expenses have been incurred by me in the performance of my duties for Combe Mill Society

Signature:

Date:

Combe Mill Society will meet all reasonable expenses incurred by claimants in carrying out their duties. Please give brief details of what work each expense relates to, giving details of all journeys and attach corresponding receipts. Expenses claimed without receipts may be declined. Travel should normally be by second-class rail, taking advantage of the cheapest fare as far as is possible. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile. Taxis may be claimed for (with receipts) in line with expenses policy. Your assistance in keeping Combe Mill Society's costs as low as possible is greatly appreciated.

Authorised by:

Signature: