



Expenses Claim Form

Please complete the following details regarding your claim for expenses and attach the receipt for the expense to the form. If you are claiming mileage please record your starting mileage and final mileage for the claim as well as stating the start and finish point of your journey.

Name:	
Organisation:	
Date of expense:	
Reason for journey / expense	
Starting point of Journey: <small>Please also state mileometer reading if claiming for mileage</small>	
Journey Destination: <small>Please also state mileometer reading if claiming for mileage</small>	
Total number of miles	
Car registration number:	
Engine size:	
Cost claimed per mile <small>(please indicate)</small>	Car Up to 10,000 miles – 40 pence per mile Motor Cycles – 24 pence per mile Bicycles – 20 pence per mile
Fares and parking:	
Other:	
VAT on above:	
Total cost claimed:	
I confirm I have incurred the costs outlined above	Signed:
	Date: