E.2008

Expenses Claim Form
Travel Claim Form

Date	From	To	Nature of Use	Miles[1]	Miles[2] with 2nd person	To be taxed

Total no. of miles on Trust business[1]

_____ x 40p (up to 4,000 miles p.a.) = £_____
_____ x 24p (between 4,001 & 10,000 p.a.) = £_____
_____ x 16p (above 10,001 miles p.a.) = £_____
_____ x 24p (motorcycles) = £_____
_____ x 20p (bicycles) = £_____

Of these, how many miles included 2nd person _____ x 5p = £_____

Any other travel allowance e.g. Bus/Train Fares (attach receipts) = £_____

Travel Claim approved by _____ **Budget** _____ sub total [ ]

Other Claims

(please attach receipts, give the account heading for each item and the name of the person responsible for that account and get them to sign their approval)

Details	Account	Budget Head	Approved By	£. P.

sub total [ ]

Total reimbursement back to the Trust for personal use minus [ ]
(Please attach details and itemise on the back of the form)

GRAND TOTAL OF ENTIRE CLAIM [ ]

I hereby sign to claim the above amounts and, where this includes claim for mileage in my private vehicle, I confirm that this vehicle is a) appropriately insured, b) taxed, c) has a valid MOT[4] [ ]

(Name & address in block letters)_____

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