



## Expenses Claim Form

All claims to be submitted within 28 days of Event or Quarter End.  
 Claims for expenses incurred more than 6 months previously will not be paid.  
 Please complete all sections including overleaf.

<b>Name:</b>	
<b>Appointment/Role:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Tel No:</b>	
<b>Email:</b>	
<b>Signature:</b>	

**Please give details of Event or the Quarter for which expenses incurred:**

Summary of Expenditure		
Travel:	Train/Bus/Air	£
	Mileage ( @ 45p per mile]	£
	Car Parking	£
Telephone:		£
Postage:		£
Materials:		£
Other Expenditure:		£
Sub Total		£
Less any Advance		£
Total Due		£

**If you would like to be paid directly into your bank account, please complete details below:**

Account name	
Sort Code	
Account Number	

County Use Only		
Cost Code	Payment Ref	Date Paid

**Please provide receipts, itemised bills or other evidence of expenditure for all items except mileage, please list journeys and mileage. Continue on a separate sheet if necessary.**

<b>Date</b>	<b>Details</b>	<b>Cost</b>	<b>Receipt Attached (Yes/No)</b>

Post completed form together with receipts to: Liz Linkins, Jaspers, Stamford Avenue, Hayling Island, PO11 0BJ