		Charity	<u>, Tı</u>		air	n Fo	<u>orm</u>		
Name of T	rustee:								
Date expense incurred	– see "C categor claimab	r expense Codes for ies of				Am	ount	atta Ado	ceipt ached (Y/N). d explanation ot attached
The rate you of Own Vehicl Own car: < <ir Own Motorcyc Own Bicycle:</ir 	<u>e</u> ssert amour cle: < <inser <<insert an<="" td=""><td>nt>> pence pe t amount>> p</td><td>er m benc</td><td></td><td>s as</td><td>s follo</td><td>DWS.</td><td></td><td></td></insert></inser 	nt>> pence pe t amount>> p	er m benc		s as	s follo	DWS.		
Hired Vehic You can cla claim the a Hired Car: << Hired Motorcy Hired Bicycle:	aim the hi opropriate insert amou vcle: < <inse< td=""><td>e "mileage" int>> pence p rt amount>> [</td><td>rat ber i peni</td><td></td><td>: Ite</td><td>ems'</td><td>" above,</td><td>and</td><td>you can <u>also</u></td></inse<>	e "mileage" int>> pence p rt amount>> [rat ber i peni		: Ite	ems'	" above,	and	you can <u>also</u>
Insert code: Own Car (OC), Own Motorcycle (OM), Own Bicycle (OB), Hired Car (HC), Hired Motorcycle (HM), Hired Bicycle (HB)		Date of Jo	burr		of		Mileage Amount Claimed		Purpose of Journey



Please complete the following:				
	Name of bank:			
	Name on account:			
	Sort code:			
	Account number:			

I understand that the charity will c confirm that I have read a copy of

I confirm that all details on this for the expenses that I am claiming in receipts for each item.

The total amount of expenses cla total amount.

- Signed
- Dated

This form, when signed, should b

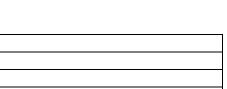
Codes for

Notes: Scope of each of these types of e been given to the Trustee] [is available fr

The relevant code for each item claimed for expense" under "Non-mileage items"

Description of Expense

Travel Using Own Vehicle: Travel Using Hired Vehicle: Road Tolls / Congestion Charges: Vehicle Parking Fees (Not Fines): Travel By Bus/Coach: Travel by Train (Second class): Travel by Taxi: Meals, Snacks And Drinks (Other T Hotel (Or Other) Overnight Accomm Phone calls, Internet Charges, Data Photocopying, Printing: Purchase/Hire Of Equipment: Purchase of Stationery or Other Off Purchase Of Services/Facilities: <<Add any further category/ies>>



with its expenses policy. I xpenses Policy.

actually and necessarily incurred e activities. I attach original

. and I apply for payment of that





of Trustees] [Treasurer]

e expenses

es' Expenses Policy a copy of which [has surer] [is on the charity's website].

be inserted under "Insert category code f expense may be claimed.)

Code
Own Vehicle
Hired Vehicle
Road Charges
Parking
Bus
<u>Train</u>
Taxi
Food/Beverage
Accommodation
Comms/Office
Equipment
Consumables
Services