

Charity Employment Claim Form

Name of employee:	
Home Address:	

Date expense incurred	Insert category code of expense – see “Codes for categories of claimable expenses” below	Amount	Receipt attached (Y/N). Add explanation if not attached

The rate you can claim for the tax year <<insert year>> is as follows.

Own Vehicle

Own car: <<insert amount>> pence per mile

Own Motorcycle: <<insert amount>> pence per mile

Own Bicycle: <<insert amount>> pence per mile

Hired Vehicle

You can claim the hire charge incurred for the “Hired Vehicle” items above, and you can also claim the appropriate “mileage” rate.

Hired Car: <<insert amount>> pence per mile

Hired Motorcycle: <<insert amount>> pence per mile

Hired Bicycle: <<insert amount>> pence per mile

Insert code: Own Car (OC), Own Motorcycle (OM), Own Bicycle (OB), Hired Car (HC), Hired Motorcycle (HM), Hired Bicycle (HB)	Date of Journey	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 only pay for expenses in accordance with its expenses policy. I confirm that I have read a copy of the charity's Expenses Policy.

I confirm that all details on this form are true and correct. I confirm that the expenses that I am claiming in this form were actually and necessarily incurred on behalf of the charity. I attach original receipts for the expenses claimed.

The total amount of expenses claimed is £ . and I apply for payment of that total amount.

Signed

Dated

This form, when signed by the employee, must be submitted to the [Employee's Line Manager] [Charity Secretary/Administrator] for approval.

Codes for expenses

Notes: Scope of each of these types of expenses is defined in the charity's Expenses Policy, a copy of which is available [from the Charity Secretary/Treasurer].

The relevant code for each item claimed must be inserted under "Insert category code" under "Non-mileage items" and "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 Than Business Entertainment):
Hotel (Or Other) Overnight Accommodation:
Phone calls, Internet Charges, Data Charges:
Photocopying, Printing:
Purchase/Hire Of Equipment:
Purchase of Stationery or Other Office Supplies:
Purchase Of Services/Facilities:
<<Add any further category/ies>>

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The total amount of expenses claimed is £ . and I apply for payment of that total amount.

e)

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Code
Own Vehicle
Hired Vehicle
Road Charges
Parking
Bus
Train
Taxi
Food/Beverage
Accommodation
Comms/Office
Equipment
Consumables
Services
<<Add any further category/ies>>