

**Charity Trust Tax Claim Form**

Name of Trustee:	
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Date expense incurred	Insert category code for 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 amount>> pence per mile 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 tax year for the “Hired Vehicle Items” above, and you can also claim the appropriate “mileage” rate for the tax year.  
 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

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Please complete the following:

Name of bank:	
Name on account:	
Sort code:	
Account number:	


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

with its expenses policy. I expenses Policy.

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

actually and necessarily incurred e activities. I attach original

The total amount of expenses claimed total amount.

.. and I apply for payment of that

Signed .....

A

Dated .....

This form, when signed, should be

of Trustees] [Treasurer]

**Codes for**

**expenses**

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

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

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

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

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 Hotel (Or Other) Overnight Accommodation)
Phone calls, Internet Charges, Data Photocopying, Printing:
Purchase/Hire Of Equipment:
Purchase of Stationery or Other Office
Purchase Of Services/Facilities:
<<Add any further category/ies>>

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

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