**Expenses Claim Form**

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| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Bank details**Bank Name: Account Name:  Sort Code: Account Number:  |
| **Name of Event** |  |
| **Event Date** |  |
| **Nature of Expense** | **Amount** |
| Travel costs |  |
| Car \_\_\_\_\_\_\_\_\_ miles @ 35p per mile \* |  |
| Train |  |
| Taxi |  |
| Parking |  |
| Accommodation |  |
| Other (e.g. subsistence) |  |
| **Total** |  |
| Signature | Date  |
| **Please attach all receipts (not fuel) supporting this expenses claim and return your form to:****Daniel Corbett, Garden Cottage, Goonbell, St Agnes, Cornwall TR5 0PN.** |
| **For office use only****Authorised by:** | **Date:** |
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