

fasc GENERAL EXPENSES CLAIM FORM

Please calculate mileage at 25p per mile*. Bus journeys and 2nd class rail travel can also be claimed.

Name _____ **date of previous claim** *(if known)* _____

Signature _____ **date** _____ **receipts attached?** Y/N

TRAVEL					
DATE	PURPOSE	FROM	TO	MILES	AMOUNT
OTHER EXPENSES					
total					

* the standard rate as set by HMRC is 45p (up to 10,000 miles per annum) but TASC has adopted a lower rate in view of the current financial constraints on the organisation.

Please submit all claims for payment to:- Claire Weston, 41 Mortimer Road, Montgomery. Powys SY15 6UP

westoncl@gmail.com

OFFICE USE ONLY

APPROVED BY (two to sign): _____

DATE: _____