

tasc **TAKING STEPS EXPENSES CLAIM FORM**

Please calculate mileage at 45p 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					

Please submit all claims for payment to:- Philip Freeman, Swn-y-Coed, Llandinam. Powys SY17 5DJ
 or:- Claire Weston, 41 Mortimer Road, Montgomery. Powys SY15 6UP

admin@tradartsupport.org.uk
westoncl@gmail.com

OFFICE USE ONLY

APPROVED BY: (2 signatures needed)

DATE: