



www.bishopaucklandttc.co.uk  
 info@bishopaucklandttc.co.uk  
 facebook.com/bishopttc  
 Charity Number 1185690

**Expenses Claim Form**

Name:

RECEIPTS must be attached to support the claim, including VAT receipts for meals and accommodation

Mileage Claims Only			
Date	Details	Mileage	£
<b>Total Mileage claim</b>			

General Expenses			
Date	Details	Reason	Cost
<b>Total General expenses</b>			

**Total Expenses payable (general + mileage)**

Signed by:

Date:

Approved by:

Date:

For Office Use Only:

