

BOARD MEMBER EXPENSE AND MILEAGE CLAIM FORM

Alexandra Palace

NAME:

MONTH

PAYMENT METHOD:

FOR MILEAGE CLAIMS:

Miles already claimed since 6 April

Miles claimed this form

New total miles since 6 April

Department Codes
Trust - XTM
APTL - ZCO
Separate claim forms should be used for each department

See guidance for account codes

Receipt No.	Date	Description of purchase/ reason for travel and subsistence/ client entertained and purpose of meeting	Department	Account Code	Net Amount (excl VAT) £	VAT £	Gross Amount (incl VAT) £	Mileage Claims Only Journey Details		Start Mileage Reading	End Mileage Reading	Business Miles	Rate per Mile	Amount Claimed
								From	To					
1							0.00							
2							0.00							
3							0.00							
4							0.00							
5							0.00							
6							0.00							
7							0.00							
Totals for this sheet B/fwd from previous sheet Grand Totals					0.00	0.00	0.00							

Claimant: I confirm that the above expenditure was necessary for business purposes;

Signature:

Date:

CEO/ Finance Director: I confirm I have verified that the details on this claim are valid;

Signature:

Date:

Name:

Where reimbursement has been made by cash, the claimant should sign below to confirm receipt;

Signature:

Date: