

Seamons CC Expense Reimbursement Form



Organised Activity:

Item No	Date	Details	No. Miles Claimed	Mileage	Postage	Stationery	Telephone	Other	TOTAL £
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TOTAL £									

Mileage is payable at 20p per mile (only applicable for Seamons CC authorised travel)

Please attach receipts for all purchases

Claimant Signature :

Date:.....

Approved by Treasurer: Yes / No Date.....