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| Full Name: |  | Membership No. |  |
| I would like to be paid by: | BACS / Cheque If you have chosen BACS, please provide your bank details  |
| Account name: |  |
| Sort code: |  | Account number: |  |

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| --- | --- | --- | --- | --- |
| Date | Expense Description(include event/meeting it relates to) | Receipt? /Miles\* | Amount claimed | Budget code (office use) |
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\*The current rate for mileage is £0.45 per mile

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| --- | --- |
| Overall Total | £ |
| Amount Claimed | £ |

Office use only

|  |  |
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| Authorised signature: |  |
| Date Received |  | Date Paid |  |

Guidance notes for completing the expenses claim form.

Please return your completed form, together with receipts, to the County office (admin@girlguidingnyw.org.uk) within one month of incurring the expense. You may use either email or post. If you are returning the form electronically, please include scans of any receipts.

By claiming your expenses in full you are helping us to establish the true cost of events, projects and meetings.

If you have any queries or concerns, please contact the County Commissioner on cc@girlguidingnyw.org.uk

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| Claimable ExpensesTravel by public transport* All claims for travel using public transport must be supported by receipts. The reason for travel should be provided.
* Receipts must be provided for station car-parking.
* Use of taxis should be kept to a minimum; preferably only when there is no alternative, or when a group are travelling together. An official receipt must be provided.

Travel by private car* You may claim for mileage at the rate in place at the time of the journey (currently 45 pence per mile, although a reduced amount may be agreed for specific events). Mileage, start and end point of the journey and reason for travel must be provided on the expenses claim form.
* Receipts must be provided for car-parking or toll costs.

Accommodation and Meals* Expenditure on accommodation must be pre-authorised
* An invoice for accommodation must be submitted. The reason for the overnight stay should be provided.
* You may claim reasonable costs for an evening meal (two courses and a non-alcoholic drink) and breakfast associated with an overnight stay. (Separate claims for breakfast will not be met where this is already included in the accommodation rate.) Receipts must be submitted. The reason for the overnight stay should be provided.
* Claims for incidental items including alcoholic drinks, minibars in hotel room, newspapers, and leisure costs will not be reimbursed. If included in the bill, these costs should be deducted before submitting your expenses.

Telephone / Internet / Postage* If you are claiming for telephone calls / teleconferences, a copy of your telephone bill with the relevant calls highlighted must be provided. If this is not possible please state the length of the call(s) and you will be reimbursed a rate of 10p per minute unless you provide evidence that your phone company charges a higher rate. Please specify the reason for the calls.
* Line rental and costs of home broadband will not be reimbursed.
* If you are claiming postage, receipts for the stamps must be provided. Please specify items posted.

Other incidental items* You can claim for reasonable costs of incidentals such as photocopying, paper and printer cartridges. Please provide receipts and specify use
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