

Expenses Claim Form

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Please ensure you are authorised to incur the specific expenses before making any claim

Name: ...Abigail Williams

Address: ... 18 Ash Grove, Melbourn, SG8 6BJ....

Mileage Claims to be claimed at the appropriate rate in line with current HMRC guidance

Date	To	From	Purpose of Visit	Total Miles
02/07/25	St Ives	Melbourn	CiLCA training	21
02/07/25	Melbourn	St Ives	Return journey – CiLCA training	21
16/07/25	St Ives	Melbourn	CiLCA training	21
16/07/25	Melbourn	St Ives	Return journey – CiLCA training	21
Total Miles				84
Rate per Mile £				0.45
TOTAL of MILEAGE claimed on this sheet £				37.80

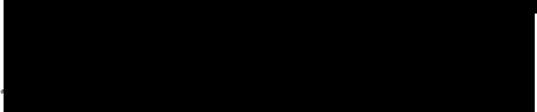
Other Expenses

Date	Description	Amount (£)
02/07/25	Parking – St Ives, CiLCA training	2.40
16/07/25	Parking – St Ives, CiLCA training	4.00
TOTAL of OTHER EXPENSES claimed on this sheet £		6.40

TOTAL EXPENSES CLAIMED ON THIS SHEET £	44.20
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Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant:  Date: 21/7/25

Authorised  Date: 21/7/25

NOTE: Continue on a second numbered sheet if necessary



Receipt Number: 188712889
Receipt Date: 02/07/2025
Account ID: C13913577

Item Description	Item Cost	Quantity	VAT	Line Total
Pay & Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives				
Vehicle [REDACTED]: 02/07/2025 09:42 - 13:42	£2.40	1	£0.4000 A	£2.40
			Total:	£0.40
Code	Percentage	Total		£2.40
A	20.00%	£0.40		

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN



VAT Number: 214 4299 74



Receipt Number: 189583892
Receipt Date: 16/07/2025
Account ID: C13913577

Item Description	Item Cost	Quantity	VAT	Line Total
Pay & Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives				
Vehicle [REDACTED]: 16/07/2025 09:41 - 17/07/2025 08:41	£4.00	1	£0.6667 A	£4.00
			Total:	£0.67
Code	Percentage	Total		£4.00
A	20.00%	£0.67		

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