

## Expenses Claim Form

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

Name: ...Abigail Williams ..... 0011025

Address: .. [REDACTED] ..

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

Date	To	From	Purpose of Visit	Total Miles
05/08/25	Ely	Melbourn	Cambridgeshire Archives	29
05/08/25	Melbourn	Ely	Return journey – Cambridgeshire Archives	29
05/09/25	Swavesey	Melbourn	SLCC Branch Meeting	20
05/09/25	Melbourn	Swavesey	Return journey – SLCC Branch Meeting	20
19/09/25	Melbourn	Wyboston	CAPALC Conference	23
19/09/25	Wyboston	Melbourn	Return journey – CAPALC Conference	23
Total Miles				144
Rate per Mile £				0.45
TOTAL of MILEAGE claimed on this sheet £				64.80

### Other Expenses

Date	Description	Amount (£)
TOTAL of OTHER EXPENSES claimed on this sheet £		

<b>TOTAL EXPENSES CLAIMED ON THIS SHEET £ 64.80</b>
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Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant: ... [REDACTED] ..... Date: 14/10/25.....

Authorised by [REDACTED] ..... Date: 14/10/25.....

a second numbered sheet if necessary