

Expenses Claim Form

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

Name: Stephanie Traykum

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
25/03/26	Duxford	Home	Meeting	7.8
	Home	Duxford	Meeting	7.8
Total Miles				15.6
Rate per Mile £				45p
TOTAL of MILEAGE claimed on this sheet £				7.02p

Other Expenses

Date	Description	Amount (£)
25/03/26	Breakfast meeting at the Hub	£47.50
10/04/26	meeting at the Hub	£3.35
14/04/26	" " "	£4.70
20/04/26	meeting at the Hub	£3.35
TOTAL of OTHER EXPENSES claimed on this sheet £		£47.50

TOTAL EXPENSES CLAIMED ON THIS SHEET £ £65.92

Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant: Date:

Authorised by: AMM Date: 21/4/26

NOTE: Continue on a second numbered sheet if necessary