

Expenses Claim Form

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

Name: Abi Williams

Address:

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

Date	To	From	Purpose of Visit	Total Miles
18/06/26	Ely	Melbourn	Archives	29
18/06/26	Melbourn	Ely	Archives	29
05/06/26	Cambourne	Melbourn	SLCC Branch meet	13
05/06/26	Melbourn	Cambourne	SLCC Branch meet	13
Total Miles				84
Rate per Mile £				55p
TOTAL of MILEAGE claimed on this sheet £				46.20

Other Expenses

Date	Description	Amount (£)
06/06/26	Supplies for the fete	27.56
TOTAL of OTHER EXPENSES claimed on this sheet £		27.56

TOTAL EXPENSES CLAIMED ON THIS SHEET £ 73.76

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

Signature of Claimant: Abi Williams Date: 18/6/26

Authorised by: Date:

NOTE: Continue on a second numbered sheet if necessary