Expenses Claim Form

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

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

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
07/07/26	Shelford	Melbourn	South Cambs Youth Forum	8
07/07/26	Melbourn	Shelford	Return journey – South Cambs Youth Forum	8
04/09/26	Swavesey	Melbourn	SLCC Branch Meeting	20
04/09/26	Melbourn	Swavesey	Return journey – SLCC Branch Meeting	20
18/09/26	Melbourn	Wyboston	CAPALC Conference	23
19/09/25	Wyboston	Melbourn	Return journey – CAPALC Conference	23
30/09/26	Cambourne	Melbourn	South Cambs Clerks Conference	13
30/09/26	Melbourn	Cambourne	Return journey – South Cambs Clerks Conference	13
			Total Miles	128
			Rate per Mile £	0.55
			TOTAL of MILEAGE claimed on this sheet £	70.40

Other Expenses

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

TOTAL EXPENSES CLAIMED ON THIS SHEET £	**70.40**

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

Signature of Claimant: ..[signature]..... Date: ..15/10/26....

Authorised by: ..... Date: .....

NOTE: Continue on a second numbered sheet if necessary