Expenses Claim Form

Page _____ of _____

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

Name: .....Alex Coxall.....

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
7/10/26	Rampton VH	Shepreth	ACRE: Fire Safety Training	16.5
7/10/26	Shepreth	Rampton VH	ACRE: Fire Safety Training	16.5
			Total Miles	33
			Rate per Mile £	0.~~45~~ 55
			TOTAL of MILEAGE claimed on this sheet £	18.15

Other Expenses

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

TOTAL EXPENSES CLAIMED ON THIS SHEET £	**18.15**

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

Signature of Claimant: ...AJ Coxall..... Date: 15/10/2026

Authorised by: ....AWallis..... Date: 15.10.26....

NOTE: Continue on a second numbered sheet if necessary