Mileage Claim Form

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| --- | --- |
| Name: | Vehicle registration: |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Miles | Journey (e.g. home to Penclawdd & back) | Reason  (e.g. Volunteering) |
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|  |  |  |  |
|  |  |  |  |
|  | **Total** |  |  |

|  |
| --- |
| Expenses Claim e.g. Parking, postage |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Detail e.g location of parking, postage to whom | Amount | Receipt Y/N |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  | **Total** |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Claimant Signature: | Sarah’s Signature: |
| Date: | Date: |

For office use:

Total mileage claimed @ 45p/mile Value: £…………

Total expenses claimed Value: £…………..

Date paid:………………………………... Method paid …………………………….