

Garstang Community Academy



Expenses Claim Form for Month _____

Name _____

| Date of Travel | From | To | Reason for Journey | Car Registration | Total Miles Travelled | Mileage Cost @ 45p per mile £ | Car Parking and Tolls £ | Public Transport £ | Other Expenses £ | Receipt Attached | Notes |
|----------------|------|----|--------------------|------------------|-----------------------|----------------------------------|----------------------------|-----------------------|---------------------|------------------|-------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | | | | | | £ | £ | £ | £ | | |

Signed _____

Authorised by _____

Date _____

Date _____