

LICENSED TRADE CHARITY



EXPENSE CLAIM FORM - TRUSTEES

Name :	Title:	Date :
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Date	Start point & Destination From and To	Purpose of visit Who and why visited	Mileage (miles)	Mileage claim	Event Allowance <small>(up to £ 46 per event)</small>	Travel	Hotel & Breakfast	Total
				£ -				£ -
				£ -				£ -
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				£ -				£ -
<u>ALL CLAIMS MUST BE ACCOMPANIED BY VAT RECEIPTS WHEREVER POSSIBLE</u>			Totals	0	£ -	£ -	£ -	£ -
Signature :			Authorised by Chief Executive :					