

EXPENSES CLAIM FORM Date: Name: Auto mileage Receipt Event/Reason number Date Item Mileage Amount Comments cost Total Milleage/Cost TOTAL Travel Wherever possible ACPP asks that its committee members travel by the cheapest reasonable form of public transport and wherever possible to consider the environmental implications of that travel. Mileage reimbursement: Cars and vans – 40p per mile for the first 10,000 miles, 25p per mile over 10,000. Motorcycles – 24p per mile. Bicycles - 20p per mile. If a committee member would prefer not to be reimbursed at these rates, they can submit receipts for fuel and be reimbursed directly. Administrative use only Cheque no: Checked by: Date paid: Completing Claim Form You can either fill in the automated Excel sheet or the manual word document then either email to: or post it to: Please make sure all relevant receipts are numbered and included - if sending electronically you can either scan receipts to send or post separately **Payments** Payments will normally be be made by bank transfer. If you wish to receive reimbursement through the post please indicate and clearly PRINT your address and details (include email and/or telephone number in case of queries) below: Online Banking Details (Preferred) Account Name Account (Eight Digit Number) Number Sort Code (Format XX-XX-XX) Reference (Optional) Postal Address for payment by Cheque Please post Name: Address: Post Code:

Email:

Telephone: