

Expenses Claim Form

Name								Mr /Mrs /Ms / Other			
Address											
Telephone Number						Email Address					
Date	Activity	Duration		Journey			Bus*/ Train*/ Taxi* or Car @ 40p/m Passengers* @ 2p/m £p	Carer* £p	Incidental Expenses		Total Claimed £p
		Start	End	From	To	Total Car Mileage			Detail*	Value £p	
Totals											
Forum Member/Consultee Declaration I confirm that I have incurred the above expenses, and that the expenses and claim for payment meet the rules set out in the Expenses Guidance. I also confirm that by claiming car mileage I hold a valid driving licence, that the car is taxed, has a current MOT certificate (if required) and is insured for Forum activity (if applicable)							Forum or ACSD Officer I confirm that the Forum Member/Consultee has provided the necessary receipts to evidence this claim and that full payment will be made within 14 days.				
Name in Capitals:							Name in Capitals:				
Signature:				Date:			Signature:				Date:
Please ensure that you attach tickets/receipts/invoices											