# CIPFA in the MIDLANDS

# CLAIM FOR EXPENSES

Name:

Address:

Tel No:

**Event/Activity:**

**Date(s):**

Expenses Claimed:

£ : p

Rail Fare: (Standard Class Return)

…………….

From: …………………………..

To: ……………………………..

Tube Fare/ Other Fare: …………….

Car Mileage allowance……… Miles @ 45.0p / mile .

Car park charges …………….

Subsistence: (Please give details and provide receipts)

…………….

Other expenses: (Please give details and provide receipts)

…………….

**TOTAL £**

Signature of claimant: Date

The Chartered Institute of Public Finance and Accountancy

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