



# **COLEHILL PARISH COUNCIL** **EXPENSES CLAIM FORM – Version 1**

Name	Date
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<b>Travel Expenses</b>					
Date	Journey Details (from / to / route taken)	Reason for Travel (+ any passengers)	Miles	Rate per Mile	Amount Claimed
					£
					£
					£

*Current mileage rates: Cars 45p per mile, Motor cycles 24p per mile, Bicycles 20p per mile.  
An additional mileage rate of 5p per mile may be claimed for up to 4 additional passengers.*

<b>Other Expenses</b> <i>(please attach receipts for all items, showing VAT where applicable)</i>			
Date	Item	Reason for Purchase	Amount Claimed
			£
			£
			£
			£
			£

<b>Total Expenses Claimed</b> (for both travel and any other items)	£
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I confirm the above expenses were incurred on Council business:	
Signed:	
Date:	

*for office use only*

Approved by:	
Date:	
Cheque no:	

*This form must be completed in line with the latest approved Expenses Policy*