

Expenses claim form

Date	Full description & reason for expense	Amount (£)	Budget heading (office use only)
	<p>Mileage: Please state place & reason</p> <p>..... Miles @ p/mile OR Contribution to fuel for Miles</p>		
	Total Expenses		

Please attach receipts where possible

Signature of person claiming

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Date

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Expenses to be authorised by a Trustee, Youth Work Manager or Treasurer

Expenses authorised by

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Date

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