

	For office use:
Codes, additions & approval checked	
Cheque number	
Date written	

Expenses Claim Form

Please attach relevant receipts

Name: _____

Telephone: _____

Email: _____

Mileage rate 0.45

Receipt Ref No.	Date	Item	Cost code	Fund	Expenses	No. of Miles	Mileage £
			(If known)				
TOTAL DUE					<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature: _____ Date: _____

Approved by (signature: _____ (name): _____ Date: _____

NOTES
 All expense claims must be accompanied by this form with relevant receipts. stapled to the form. They should be left in the finance team tray in the Parish Office. Up to £400, approval should be by the person responsible for this part of our budget, but if over £400 or you do not know who is responsible, ask a churchwarden to sign.

Cheques will be left in an envelope for you in the "letters to be collected" tray in the Parish Office.

We hope to be able to move to a direct bank payment system, but are not there yet. Please allow up to three weeks for the claim to be approved and the cheque written. If you need the money sooner, please email finance@allsaintswokingham.org.uk . Cheques will be left in an envelope for you in the "letters to be collected" tray in the Parish Office.

The mileage rate is that approved by HMRC.

If you are using Excel,
 The columns add up automatically and the cells calculate automatically . Tip: don't touch the double ruled cells!
 If you need more lines insert and drag the calculated cells down