## EXPENSES CLAIM FORM CIPFA In the Midlands

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| --- |
| Name: |
| Address: |
| Tel No: |
| Reason: |
| Venue: |
| Date(s): |
| *Bank account details for payment:*  Sort code:  Account Number: |

|  |  |  |  |
| --- | --- | --- | --- |
| Expenses Claimed: | | | £ |
| Rail Fare:(Standard Class Return) | | |  |
| From: | | |  |
| To: | | |  |
| Tube Fare/ Other Fare: | | |  |
| Car Mileage allowance |  | Miles @ 45p / mile |  |
| Car park charges | | |  |
| Other expenses: (Please give details below and provide receipts) | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
| **TOTAL** | | |  |

|  |  |
| --- | --- |
| **Signature of claimant:** | **Date:** |

The Chartered Institute of Public Finance and Accountancy

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