# 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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