



CONGRESBURY COMMUNITY TRANSPORT

Expenses Claim Form

Name

Address

Expenses Claimed:

	Date	Amount
1. Diesel - Mileage _____ Litres _____	_____	£ _____
2. Maintenance inc. oil screen wash, etc	_____	£ _____
3. Equipment purchase	_____	£ _____
4. Own car on Bluey business		
Miles _____ @ 45p per mile	_____	£ _____
5. Postage, stationery, printing, etc.	_____	£ _____
6. Telephone Calls	_____	£ _____
7. Other (please itemise overleaf)	_____	£ _____

Total of Claim **£**

All of the above are legitimate claims for expenses incurred whilst on CCT business and are recognised as legitimate by the Charity Commission and HRMC.

Please pay direct to my bank: Sort Code - - Account No

OR

Please send me a cheque.

Claimant's Signature Date

Return to Brian Veal, Iwood Cottage, 4 Wrington Lane, Congresbury, N Somerset BS49 5BQ

Treasurer's Signature Date