

# Pilning & Severn Beach Parish Council

## Expenses Claim Form



**Name**

**Travel Expenses**

Date incurred	Duty <sup>1</sup>	Location Postcode	Authorisation <sup>2</sup>	Motor mileage rates No. of miles (45p per mile)	Parking Costs <sup>3</sup>	Rail / Bus Fare <sup>3</sup>

**Other Expenses**

Date incurred	Duty <sup>1</sup>	Detail of expense	Amount (£)

<b>Total amount claimed</b> £	<b>Signed</b>	<b>Clerk / RFO signed</b>
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<sup>1</sup> Pilning & Severn Beach Parish Council business, training sessions, conferences and other approved duties  
<sup>2</sup> Committee, duty or responsibility  
<sup>3</sup> Attach receipt