|  |  |
| --- | --- |
| **Pilning & Severn Beach Parish Council**  **Expenses Claim Form** |  |

|  |
| --- |
| **Name** |

**Travel Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date incurred** | **Duty[[1]](#footnote-1)** | **Location Postcode** | **Authorisation[[2]](#footnote-2)** | **Motor mileage rates**  **No. of miles (45p per mile)** | **Parking Costs[[3]](#footnote-3)** | **Rail / Bus Fare3** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Other Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date incurred** | **Duty1** | **Detail of expense** | **Amount (£)** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Total amount claimed**  **£** | **Signed** | **Clerk / RFO signed** |

1. Pilning & Severn Beach Parish Council business, training sessions, conferences and other approved duties [↑](#footnote-ref-1)
2. Committee, duty or responsibility [↑](#footnote-ref-2)
3. Attach receipt [↑](#footnote-ref-3)