Home-Start Teesside Ltd - Expenses Claim Form

	JOURNEY				PURCHASES		
Date	**From**	**To**	**Miles**	**Mileage Claim £**	**Expense (minus VAT)**	**VAT**	**Reason for journey or expense**
		TOTALS	**m**	**£**	**£**	**£**	**TOTAL CLAIM** **£**

EXPENSES FOR MONTH	**DATE SUBMITTED**	**CLAIMANT'S NAME**	**APPROVED (SCHEME MANAGER NAME)**
Member of Staff	(Please tick)	**CLAIMANT'S SIGNATURE**	**APPROVED (SCHEME MANAGER SIGNATURE)**
Volunteer	(Please tick)		
Trustee	(Please tick)	This claim is submitted on the basis that I have properly incurred expenses on behalf of Home-Start Teesside Ltd according to their policy which I have read and understood.	

Note:
1. Expenses must be claimed no later than the month following the date of the expense.
2. All expenses, other than fuel for mileage must have a receipt (no receipt - no payment).
3. Payment will be by BACS unless special provision has been made.
4. When claiming mileage expenses you are confirming that your vehicle is 'fit for purpose' and complies with all road traffic legislation.
5. It is not allowed to 'save up' expenses month on month.
6. All expenses must signed by the claimant - email or computer prints are not acceptable.

Colleagues wishing to donate their expenses to the charity are asked to tick the box at bottom right of form, where they can gift-aid the proceeds. (Please tick box to donate)