

**Expenses Claim Form**

Please complete this form referring to the guidance on page 2 and including full details of expenses. Attach receipts and send to the **County Treasurer c/o The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds LS5 3JD**

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| --- | --- |
| Name |  |
| Email |  |

*Please provide details for your preferred payment method*

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|  |  |
| Bank Transfer | Account no: | Sort code: |

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| --- | --- | --- | --- |
| **Date** | **Description (give details including event it relates to)** | **Receipt No. or mileage** | **Amount** |
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| **Total Expenses:** |  |
| **Donation (see notes on page 2):** |  |
| **Amount Claimed:** |  |

Signed: ……………………………………………………………………Date: ………………………………………

Signed:…………………………………………………………………….Date:………………………………………

**Guidance notes for completing the expenses claim form**

Please return your completed form, together with receipts, to the Trefoil Centre as soon as possible after incurring the expenses.

By claiming your expenses in full you are helping us to establish the true cost of events, projects and meetings. If you wish to donate all or part of your expenses to the county, please complete the relevant section of the form.

**Gift Aid:** Please note, we are no longer able to take the Gift Aid off your expenses. To donate the Gift Aid, please enclose a separate cheque for the correct amount. Thank you.

If you have any queries please contact the County Administrator or County Treasurer.

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| **Claimable Expenses****Travel by public transport*** All claims for travel using public transport must be supported by receipts. The reason for travel should be provided.
* Receipts must be provided for station car-parking.
* Use of taxis should be kept to a minimum; preferably only when there is no alternative, or when a group are travelling together. An official receipt must be provided.

**Travel by private car*** You may claim formileage at the rate in place at the time of the journey (currently 45p per mile for petrol and diesel cars, and 9p per mile for electric cars), although a reduced amount may be agreed for specific events). Mileage, start and end point of the journey and reason for travel must be provided on the expenses claim form.
* Receipts must be provided for car-parking or toll costs.

**Travel by hire car*** Receipts for car hire and fuel used must be provided. The reason for travel should be provided.

**Accommodation and meals*** An invoice for accommodation must be submitted. The reason for the overnight stay should be provided.
* You may claim reasonable costs for an evening meal (two courses and a non-alcoholic drink) and breakfast associated with an overnight stay. (Separate claims for breakfast will not be met where this is already included in the accommodation rate.) Receipts must be submitted. The reason for the overnight stay should be provided.
* Claims for incidental items including alcoholic drinks, minibars in hotel room, newspapers, and leisure costs will **not** be reimbursed. If included in the bill, these costs should be deducted before submitting your expenses.

**Telephone / internet / postage*** If you are claiming for telephone calls / teleconferences, a copy of your telephone bill with the relevant calls highlighted must be provided. If this is not possible please state the length of the call(s) and you will be reimbursed a rate of 10p per minute unless you provide evidence that your phone company charges a higher rate. Please specify the reason for the calls.
* Line rental and costs of home broadband will not be reimbursed.
* If you are claiming postage, receipts for the stamps must be provided. Please specify items posted.

**Other incidental items*** You can claim for reasonable costs of incidentals such as photocopying, paper and printer cartridges. Please provide receipts and specify use.
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| **Data collection statement:** Information you provide on this form enables us to carry out a financial task and will be kept for 7 years from the date of submission. It will be accessible to anyone who has a legitimate role in the activity, including processing the payment or other financial processes such as independent examiners. |