

**Expenses Claim Form**

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

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

*Expenses will generally be paid by bank transfer – please complete the details below or let us know if you would prefer another payment method.*

|  |  |
| --- | --- |
| Name on account |  |
| Name of Bank |  |
| Sort code |  |
| Account Number |  |

**Travel to meetings by car**

*Mileage rate is 45p per mile for petrol / diesel, 9p per mile for electric*

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| --- | --- | --- | --- |
| **Date** | **Meeting attended (including venue if not a county organised meeting)** | **Mileage** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** |  |
| **Donation (see notes on page 3):** |  |
| **Amount Claimed:** |  |

**Other expenses including travel to meetings by public transport**

Expenses other than travel should generally have been agreed in advance by email, at a meeting or via the budget process.

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| --- | --- | --- | --- |
| **Date** | **Description (give details including event / meeting it relates to and how the expense was agreed)** | **Receipt Attached?** | **Amount** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Total:** |  |
| **Donation (see notes on page 3):** |  |
| **Amount Claimed:** |  |

Total Amount Claimed:

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

Please return your completed form, together with receipts where needed, 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.

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).
* Receipts must be provided for any car-parking or toll costs.

**Travel by hire car – this must be explicitly agreed in advance*** Receipts for car hire and fuel used must be provided.

**Accommodation and meals – this must be explicitly agreed in advance*** An invoice for accommodation must be submitted.
* 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.
* 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.
* You may claim reasonable costs for a midday meal where appropriate. Receipts must be submitted.

**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.

**Purchasing of items – this must be explicitly agreed in advance** |

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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. |