

Pilning & Severn Beach Parish Council

Expenses Claim Form



Name

Travel Expenses

Date incurred	Duty ¹	Location Postcode	Authorisation ²	Motor mileage rates No. of miles (55p per mile)	Parking Costs ³	Rail / Bus Fare ³

¹ Pilning & Severn Beach Parish Council business, training sessions, conferences and other approved duties

² Committee, duty or responsibility

³ Attach receipt

Other Expenses

Date Incurred	Duty ¹	Detail of expense	Ex VAT	VAT	Total

Total amount claimed £	Signed	Clerk / RFO signed
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