

Doddington and Whisby Parish Council

Appendix A

Expenses Claim Form - clerk

Name		Month/ Year
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Journey from / to	Purpose of Journey	Date	Miles claimed	Total amount @45p per mile

Other Expenses - (Please attach receipts for all stationery and miscellaneous expenses)			
Stationery items or miscellaneous	Dates	Details	Amount
Monthly tax relief on working from home			£26.00
Total Amount of expenses requested:			£

Signature		Approved
		Chairman of meeting
Name		Date

Date payment made	
BACS	Cheque number

Doddington and Whisby Parish Council

Appendix B

Expenses Claim Form – councillor or volunteer

Name		Month/ Year	
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Journey from / to	Purpose of Journey	Date	Miles claimed	Total amount @45p per mile

Other Expenses - (Please attach receipts for all stationery and miscellaneous expenses)			
Stationery items or miscellaneous	Dates	Details	Amount
Total Amount of expenses requested:			£

Signature		Approved	
		Chairman of meeting	
Name		Date	

Payment Made	Date	
	Cheque Number	