

Fylde Decorative and Fine Arts Society

Expenses Claim Form.

EXPENSES CLAIM FORM (for other than travel).

<u>Date</u>	<u>Item</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total cost (£).</u>

Total cost. £ _____

TRAVELLING EXPENSES CLAIM FORM.

<u>Date</u>	<u>From</u>	<u>Destination</u>	<u>No. of miles [for car travel only]</u>	<u>Rate per mile [for car travel only]</u>	<u>Cost</u>

Car Capacity _____ cc Petrol/Diesel [*please delete*]

Total cost £ _____

I confirm that all the expenses indicated on this form were incurred in relation to my duties as a committee member of Fylde DFAS

Signature _____

Name _____

Date _____

Authorised by: _____ [Signature]__

Date: _____

[Revised 23 January 2012]

1. In the case of expenses being incurred, a form should be completed quarterly or monthly if there is a claim in excess of £5. In all cases, expenses relating to a particular financial year which ends on 31st December will be submitted to the Treasurer by 15th January.
2. Payment of expenses will be by cheque.
3. Expenses claimed must be in accordance with NADFAS rules

Overnight accommodation (maximum): In London £120 and outside London £100.
4. For car travel, please indicate the journey start and finish locations together with indication of return or one way as appropriate. In addition, indicate the number of miles claimed and the purpose of the visit. Petrol/Diesel can be claimed for any journey at the following rates:

	Petrol	Diesel
a) Small cars up to 1400cc	0.15p per mile	0.12p per mile
b) 1401 – 1600cc	0.18p per mile	0.12p per mile
c) 1601-2000cc	0.18p per mile	0.15p per mile
d) Over 2000cc	0.26p per mile	0.18p per mile
5. For other travel, please attach the rail or bus ticket and indicate the purpose of the visit. Only standard class travel will be funded and early booking should be made whenever possible in order to secure the cheapest ticket.
6. For accommodation, please state the location and purpose of the visit. Attach the invoice to the claim.
7. For postage, please indicate who the name of the person who the letter has been sent to or number of letters for multiple communications and a brief description of the purpose of the letter (e.g. membership information).
8. For all other claims, indicate a brief description of the purchase and attach the invoice/receipt to your claim.
9. Please consult the Treasurer if you need guidance on filling in your form.
10. Expenses claims will be authorised by the Treasurer. In the case of claims submitted by the Treasurer, these will be authorised by the Chair.