

THE ARTS SOCIETY FYLDE.

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>Rate per mile If travelling by car</u>	<u>Cost</u> _____

Car Capacity \_\_\_\_\_ cc                  Petrol/Diesel

Total cost    £\_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Authorised by: \_\_\_\_\_ (Signature)      Date \_\_\_\_\_

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**THE ARTS SOCIETY FYLDE.    EXPENSES CLAIM NOTES.**

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 31<sup>st</sup> July will be submitted to the Treasurer by 15 July.
2. Payment of expenses will be by cheque or on-line
3. Expenses claimed must be in accordance with The Arts Society rules
4. Overnight accommodation provided for lecturer = £35 [maximum]
5. 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:

	<u>Petrol [per mile]</u>	<u>Diesel [per mile]</u>
[a] small cars up to 1400cc	£0.11	£0.11
[b] 1401-2000cc	£0.14	£0.11
[c] over 2000cc	£0.21	£0.13

6. 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. Exceptions will be made where safety may be compromised [eg. late arrival at station at night when travelling alone] or when s/he would be severely inconvenienced.
7. For accommodation, please state the location and purpose of the visit. Attach the invoice to the claim. The maximum claim for accommodation is £100 per night outside London and £120.00 in London
8. For postage, please indicate the name of the person to whom the letter has been sent or number of letters for multiple communications and a brief description of the purpose of the letter (e.g. membership information).
9. For all other claims, indicate a brief description of the purchase and attach the invoice/receipt to your claim.
10. Please consult the Treasurer if you need guidance on filling in your form.
11. Expenses claims will be authorised by the Treasurer. In the case of claims submitted by the Treasurer these will be authorised by the Chair.

*Revised in accordance with HRMC rates 7<sup>th</sup> August 2017*

*Jean Holland [Treasurer] & Marion Nuttall [Secretary] 18.08.17*