UNITED REFORMED CHURCH (WEST MIDLANDS) TRUST LTD

CLAIM FOR REIMBURSEMENT OF TRAVELLING EXPENSES

Expenses incurred at the meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel from: ……………………………………………………… To: ………………………………………………………………………….

By Car (number of miles) ………………………………………… @ 45p per mile =£……………

(\*petrol(P), diesel(D), electric(E) or hybrid(H) – \*delete as applicable)

Passenger Name ……………………………………………………. @ 5p per mile =£……………

Train/Bus Fare (please attach receipt) =£……………

Other Expenses (please attach receipt) =£……………

TOTAL =£……………

NAME…………………………………………………………………………………………………………………………………………………….

BANK DETAILS (if first claim by direct payment to bank)

SORT CODE NO: ……………………………………………… ACCOUNT NO: …………………………………………………………..…

ACCOUNT NAME: ……………………………………………………………………………………………………………………………………

Signed……………………………………………………………………………………………………………………………………………………

The URC will only use this data to process the payment of your expenses. For our full Data Privacy notice regarding expenses claims, please see <https://www.urcwestmidlands.org.uk/>

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