

WEST END IN SCHOOLS – EXPENSES CLAIM FORM

NAME:

EXAMPLE

WEEK BEGINNING DATE:

EXAMPLE

Please type the amount(s) to be claimed in the orange boxes and add the totals at the bottom:

	Accommodation	Evening meal allowance £10 p/night	Staying with friends allowance £10 p/night	Public Transport: (Don't list mileage here.)	Taxis	Other - please itemise (books, equipment, road tolls, parking, t-shirt etc)
<i>Receipt needed?</i>	Yes	No	No	Yes	Yes	Yes
<i>Example</i>	Hotel £79	£10	£10	Train - £10 Tube - £3 Bus - £2	£12	£10 USB stick
Sunday	Hotel £79	£10		Bus £2 Train £25		
Monday				Train £57	£15	
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
TOTALS	£79	£10		£84	£15	
<i>Office use only:</i>	VAT	No VAT:	No VAT	No VAT	No VAT	VAT:

Please include images of your VAT receipts. Hotel VAT receipts are collected directly from the hotel.

You can attach images of your receipts to this document on the page below and save as a PDF. You may need to resize images.

TOTAL EXPENSES FOR WEEK:

£188
Office use: 0%: 20%:

