

Send to:

Yvonne Pritchard, The Old Cheese Dairy, Login, Whitland, Carmarthenshire, Wales SA34 0TJ

EXPENSES CLAIM FORM

Name **Date of Claim:**

Address

..... **Postcode**

Purpose of travel

Travel by public transport: Please attach tickets and/or receipts and give date and a brief description of the journey.

.....
.....

Amount claimed £

Travel by car: We pay 45p per mile. Please give details of mileage and dates travelled: (Detail on separate sheet if necessary)

.....

Amount claimed £

Any other expenses incurred: Please give dates and brief description and attach receipts.

Amount claimed £

TOTAL amount claimed £ **Signed**

For office use only:

Date of cheque: Bank A/c Cheque No