EXPENSES CLAIM FORM

Claims must be made within three months of the costs being incurred with scanned copy receipts.

Name	
Address	

Bank name	
Name on account	
Sort code	
Account number	

Date of expense	Details	Amount	Receipt attached or explanation if no receipt
	Total:		

Signature:

Date:

BOFAS will meet all reasonable expenses incurred by claimants in carrying out their duties. Please give a brief summary of why each expense has been incurred, give details of all journeys and attach corresponding receipts. Expenses claimed without receipts will be honoured at BOFAS's discretion and may be declined. Travel should normally be by second-class rail, taking advantage of the cheapest fare as far as is possible. If use of a car is necessary or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile. Taxis may be claimed for (with receipts) at your reasonable discretion. Your assistance in keeping BOFAS's costs as low as possible is greatly appreciated.

Authorised by: BOFAS COO / BOFAS TREASURER

Signature:

Date: