



CHESTER SEXUAL ABUSE
SUPPORT SERVICE

EXPENSES CLAIM FORM

NAME: _____ DATE: _____

Please list details of (non-travel) expenses e.g. date/s, the event, service or group each item relates to, as relevant. Please attach receipts.

Non-travel expenses total	£

Please list all travel expenses below, and attach receipts for any public transport claims. The maximum ordinary claim for any journey is 25 miles one way (£20) or equivalent by public transport. Any claims over this amount must be authorised by the Treasurer in advance.

Date	Travel From	Travel To	Transport Type Used	Mileage (40p per mile)	Expense Amount
Travel expenses total					£
Grand Total					£

SIGNED:

Office use only	Date	Name	Signed
Authorised			
Account line/s			
Payment set-up			