

NACC - EXPENSE CLAIM FORM

Name	
Position	
Member No.	
Date	

Payee Name	
BACS Details: Sort code Account Number Account Name <small>If you have already submitted these before, you don't have to complete again</small>	



Date	Description	Supplier	No. of miles	Mileage @ 40p	Travel (e.g. Train)	Hotel	Food & Drink	Other	VAT (office use only)	TOTAL	Project (e.g. Care Cook Competition)
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				0						£0.00	
				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	TOTAL CLAIM

I claim the amount shown above, and declare that I have necessarily incurred expenditure subject to the conditions of the claim. *Pass to National Chair for approval*

Signed		Date	
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Approval is given for the expenses claim and I confirm that approval was sought and given for accommodation OR air travel

Signed		Date	
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For Office Use:

Received		Checked		Cheque Issued		No	
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Notes:

- 1 Approved rates for car mileage, rail/air travel, accommodation and subsistence and other conditions are available from your Regional Chair/National Officers
- 2 VAT receipts must be provided for all claims, a fuel (petrol/diesel) receipt must support all mileage claims
- 3 Overnight accommodation must have prior approval by the National Chair, where possible book through the admin office
- 4 Current mileage rate is 40 pence per mile