



CLAIM FOR EXPENSES

Name of claimant: _____
Name of Institution: _____
Payable to: _____

Please note that we no longer issue cheques for expenses payments.
Please email finance@agcas.org.uk with your name, account number and sort code to receive payment via bank transfer.

Expenses in respect of attendance at a meeting of the

Committee/Task group etc on _____
(Date) _____ at (Location) _____
Travel from (town) _____ to (town) _____

Please note receipts/invoices should be included for all items of expenditure claimed.
Full VAT receipts should be provided where applicable.
(NB credit card payment vouchers are not acceptable as VAT receipts)

| DETAILS OF CLAIM | £ |
|------------------|-------|
| Rail | _____ |
| Underground/Bus | _____ |
| Car mileage | _____ |
| Parking | _____ |
| Taxis | _____ |
| Meals | _____ |
| Other (specify) | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL | _____ |

| | |
|------------------|-------|
| For official use | |
| N/C | _____ |
| VAT | _____ |
| Date Paid | _____ |

Signature _____ **Date** _____

Approved by _____ **Print name** _____

Budget to be charged _____

Department to be charged _____

Please send this claim to the AGCAS office via the Chair/Secretary of your committee or Task Group.
The Following guidelines apply to the payment of expense claims:

- Public transport in the form of rail savers should normally be used.
- Overnight accommodation costs (modest) should be claimed only in exceptional circumstances – VAT RECEIPTS ARE REQUIRED
- Current car mileage allowance is 40p per mile.
- Claims should be made through Chairs, or an approved signatory, at the end of the meeting. All claims must be approved.

Send to: **AGCAS Office, Unit R8D, Riverside Building, Sheaf Bank Business Park, Prospect Road, Sheffield, S2 3EN**