



CLAIM FOR EXPENSES

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

If details not on record with AGCAS, or for a change of details, please complete below or email finance@agcas.org.uk to receive payment via bank transfer.

Bank details: Account number: _____ Sort code: _____

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.
In the case of mileage include the postcode of where you travelled to and from.
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
Dept Number
Course code
Nominal code
VAT code

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:

1. Public transport in the form of rail savers should normally be used.
2. Overnight accommodation costs (modest) should be claimed only in exceptional circumstances – VAT RECEIPTS ARE REQUIRED
3. Current car mileage allowance is 45p per mile.
4. 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**