

**Winterbourne Parish Council Expense Claim Form**

Folio Number

Claimant:

Claim Date:

Item	Total	VAT	Net	Miles at rate per mile	Travel	Stationery	Printing	Postage	Other 1	Other 2	Date	Description of expense (Receipts to be attached in all cases)	
	££.pp	££.pp	££.pp	£0.45	££.pp	££.pp	££.pp	££.pp	££.pp	££.pp			
1	2880	000	2880	6400	2880	Enter NET excluding VAT values below							
2	2400	000	2400							2400	31.03.2026	WFH £6 x 4 weeks	
3	1000	000	1000			500	500				31.03.2026	Stationery etc	
4	8499	000	8499							8499	31.03.2026	Microsoft Renewal	
5	000	000	000										
6	000	000	000										
7	000	000	000										
8	000	000	000										
9	000	000	000										
10	000	000	000										
11	000	000	000										
12	000	000	000										
13	000	000	000										
14	000	000	000										
15	000	000	000										
<b>Total Claimed</b>	<b><u>14779</u></b>	<b><u>000</u></b>	<b><u>14779</u></b>		<b><u>2880</u></b>	<b><u>500</u></b>	<b><u>500</u></b>	<b><u>000</u></b>	<b><u>2400</u></b>	<b><u>8499</u></b>			
					Net	Net	Net	Net	Net	Net			

Checked by

Name:	<input type="text"/>
Date	<input type="text"/>

