

**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		££.pp	££.pp	££.pp	££.pp	££.pp	££.pp		
1	3520	000	3520	055	3520							
2	2400	000	2400							2400		WFH Allowance £6 x 4 wks
3	000	000	000									
4	000	000	000									
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>5920</u></b>	<b><u>000</u></b>	<b><u>2400</u></b>		<b><u>3520</u></b>	<b><u>000</u></b>	<b><u>000</u></b>	<b><u>000</u></b>	<b><u>000</u></b>	<b><u>2400</u></b>	<b><u>000</u></b>	
					Net	Net	Net	Net	Net	Net		

Enter NET excluding VAT values below

Checked by

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

