

Expenses Form



Please use this form for recording any out of pocket expenses you incur whilst supporting Rahela Trust.

Expenses forms should be given to your person of contact (e.g. Development Officer or Line Manager) either weekly or monthly, as agreed. Please remember to keep receipts, bus tickets, parking tickets etc. and send them with your claim as we cannot reimburse expenses without them.

The types of expenditure that we can reimburse you for are:

- The most suitable method of travel will be agreed in advance with your supervisor
- Standard fares for public transport will be paid if discounted fares are unavailable
- Mileage is paid at a rate of 45p per mile
- Parking expenses if there is no free parking available at a reasonable distance
- Other genuine expenses associated with your role if authorised in advance by your Line Manager or the Development Officer

Date	Description of Expense	Amount (£)

Total : _____

Payment details

Bank Name:	Name:
Account Number:	Sort Code:

I confirm the above is an accurate record of my expenses.

Name:	Signed:
Authorised by:	Date: