

Sheffield Parent Carer Forum

# Expenses Claim Form

Name:

| Date                | Event attended | Fare/Mileage* | Parking | Childcare |
|---------------------|----------------|---------------|---------|-----------|
|                     |                |               |         |           |
|                     |                |               |         |           |
|                     |                |               |         |           |
|                     |                |               |         |           |
|                     |                |               |         |           |
|                     |                |               |         |           |
|                     |                |               |         |           |
|                     |                |               |         |           |
| <b>TOTAL:</b>       |                | £             | £       | £         |
| <b>TOTAL CLAIM:</b> |                |               |         | £         |

\* Mileage @40p per mile

Signed: ..... Date:.....

Countersigned: .....

Please tell us your bank details so we can pay you by EFT:

Sort code: ..... Account number: .....

|   |  |                                     |                                   |                                |
|---|--|-------------------------------------|-----------------------------------|--------------------------------|
| STAFF USE:                                    | <input type="checkbox"/> Staff             | <input type="checkbox"/> Volunteers | <input type="checkbox"/> Trustees | <input type="checkbox"/> Other |
| <input type="checkbox"/> By cheque<br>number: | <input type="checkbox"/> Out of petty cash | <input type="checkbox"/> By EFT     |                                   |                                |

Please post with receipts to: Freepost RTBJ-SHTR-RRGJ, Sheffield Parent Carer Forum, St. Mary's Church Community Centre, Bramall Lane, SHEFFIELD, S2 4QZ