THE ROYAL BRITISH LEGION WOMEN'S SECTION
Charity No. 219279

Central and Sub Committee Expenses Claim Form

(RECEIPTS FOR ALL EXPENSES CLAIMED MUST BE ATTACHED)
(See overleaf for rates)

NAME
ADDRESS

Date	Journey to / from	Details of meeting	No.of Miles
1			
2			
3			
4			
5			

(to a. below) TOTAL MILES

TRAVEL COSTS (See overleaf for Women's Section Policy) £ p

a. Private Car Miles @ 40p

b. Bus/Rail Fare
1
2
3
4

c. Taxis

POSTAGE/TELEPHONE/STATIONERY (Please itemise on reverse)

OTHER EXPENSES (Please itemise on reverse)

Minus any advance monies

TOTAL: £

I confirm that I have a valid driver's licence and insurance, my car has been maintained in accordance with the manufacturer's recommendations and has a valid MOT certificate (where appropriate).

SIGNATURE AUTHORISED BY

DATE CHEQUE NO.

P.T.O.

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Telephone	Postage/Stationery	Subsistence

Other Expenses

Travel costs Costs to be itemised
Cheapest available Rail Fare or 40p per mile should be claimed, whichever is the lower.

Subsistence Additional meals should be charges as follows:-

Breakfast	£5.50
Lunch	£5.50
Dinner	£17.50

P.T.O.