

MILEAGE/TRAVEL CLAIM FORM

Please note that mileage claims have been agreed only for the purpose of reconnoitring walks and similar outdoor activities in recognition of the extra use of your car. Any parking charges may also be included. The completed form must be submitted to the Treasurer monthly for payment.

Please do NOT take the payment from your group members' session fees.

CLAIMANT NAME:			
GROUP:			
DATE OF WALK / VISIT / EVENT:			
DATE OF RECONNOITRE: <i>(If applicable)</i>			
DETAILS OF WALK / VISIT / EVENT:			
MILES TRAVELLED: @ 45 pence per mile	miles	SUB-TOTAL	£
PARKING CHARGES:		SUB-TOTAL	£
TOTAL AMOUNT CLAIMED <i>(Miles + Parking)</i>			£
SIGNATURE OF CLAIMANT:			
DATE:			
Validation (if claimant is NOT Group Leader)			
SIGNATURE OF GROUP LEADER:			
DATE:			
For SDU3A Treasurer use only:			
TOTAL AMOUNT PAID:			£
DATE PAID:			
CHEQUE NUMBER:			