

SGUK Expenses Claim Form

Your name:	
Address:	
Post Code:	
Bank Sort Code:	00-00-00
Account no:	

Claim Date:	
--------------------	--

Ref. No.	
-----------------	--

Please send to:

Treasurer
 Mr M. Nixon
 62 Willow Avenue, Cheadle Hulme
 Cheadle, Cheshire SK8 6AX
 Tel: 0161 485 8102, 07743 336421
 e-mail: treasurer.sguk@ntlworld.com

Date(s) of Event:	Reason for expenditure:	See details below		
Category:				
Date:	Travel	Amount claimed:	Brief details:	Sub Total:
	*Rail Fare (<i>including tube</i>)	£0.00		
		£0.00		
		£0.00		£0.00
	*Bus Fare	£0.00		
		£0.00		
		£0.00		£0.00
	*Air Fare (<i>only if cheaper than rail fare</i>)	£0.00		£0.00
	Mileage (<i>repaid at 33 p/ml</i>)	£0.00		
		£0.00		
		£0.00		
		£0.00		
		£0.00		
		£0.00		
		£0.00		
		£0.00		
	*Bridge/Road Tolls	£0.00		
		£0.00		£0.00
	*Car park fees	£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
	*Taxis (<i>ONLY if essential and alternative transport NOT available, or cheaper than parking</i>)	£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
Sub total				£0.00
Subsistence				
	*Refreshments	£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
	*Overnight accommodation	£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
	*Breakfast (<i>if not included in above</i>)	£0.00		
		£0.00		
		£0.00		
		£0.00		
	*Lunch	£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
	*Evening meal	£0.00		
		£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
Sub total				£0.00
Other expenses				
	*Stationery	£0.00		
		£0.00		
		£0.00		£0.00
	*Postage	£0.00		
		£0.00		
		£0.00		£0.00
	*Printing/photocopying	£0.00		
		£0.00		
		£0.00		£0.00
	*Printer cartridges/phone calls	£0.00		
		£0.00		
		£0.00		£0.00
	*Miscellaneous	£0.00		
		£0.00		
		£0.00		
		£0.00		£0.00
Sub total				£0.00
Total:		£0.00		

Claimants Signature:	
-----------------------------	--

Authorised by:	
-----------------------	--

Treasurers Signature:	
------------------------------	--

Claim paid:		Expenses reference:	E
--------------------	--	----------------------------	----------

*All original receipts, not credit card slips, or tickets showing cost [except for mileage] must be provided otherwise claim will be rejected and referred to the Board
 Claims submitted must be within the Expenses guidelines, see PD 06A, or they will be made subject to approval at the next Board meeting. Expenses for attendance at meetings/events other than Board, MC, open or allocated group meetings must be **pre-authorised** by at least two Board members including one officer