

Name: _____

Month: _____

Date	From	To	Description (Reasons for journey and destination)	Total miles	Milage Amount £	Fares (non mileage travel inc air, train, taxi)	Allowances (actual costs claimed inc hotel, meals etc)	Other (inc parking, stamps etc)	Total
13/06/2023	Home	York	Meeting Membership manager	47.5	19			£8.50	£27.50
13/06/2023			Desk hire		0			£10.00	£10.00
03/07/2023	Home	London	Board meeting		0	£134.00			£134.00
18/07/2023	Home	York	Meeting Membership manager		0	£12.50			£12.50
18/07/2023			Postage for NPM pins		0			£2.65	£2.65
18/07/2023			Desk hire		0			£10.00	£10.00
26/07/2023			Tube travel to meeting		0	£5.50			£5.50
26/07/2023			Lunch/refreshments and dinner		0		£10.00		£10.00
01/08/2023			Packaging for pins		0			£11.99	£11.99
					0				£0.00
					0				£0.00
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					0				£0.00
					0				£0.00
			Totals	47.5	19	£152.00	£10.00	£43.14	£224.14

I claim expenses for approved duties. I declare that I have actually and necessarily incurred expenditure / incurred additional expense, as outlined in the above claim, for the purpose of enabling me to perform duties on behalf of ICVA.
