Name: _____ Month: November

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
18/10/2023			2nd class stamps		0			£6.00	**£6.00**
24/10/2023			Hotel booking for Birmingham (3 people, 2 nights)		0			£595.38	**£595.38**
31/10/2023			Frames for QAF		0			£62.20	**£62.20**
31/10/2023			Second batch of frames		0			£27.85	**£27.85**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
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					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
					0				**£0.00**
			Totals	**0**	0	**£0.00**	**£0.00**	**£691.43**	**£691.43**

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.

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