

**DURHAM AGED MINEWORKERS' HOMES ASSOCIATION**

**Travelling & Expenses Claim Form - Committee Members & Residents Representatives**

Name:

Car Make/Model:

Engine Size (cc):

Travel

Date	Detail	Mileage
		<b>Total Mileage (A)</b>

Fares Meals & Sundries \*

Date	Detail	Amount £ p
		<b>Total Fares, Meals &amp; Sundries (B)</b>

\*Receipts must be attached for Fares, Meals and Sundry Expenditure.

Mileage (A)	<input type="text"/>	X Mileage Rate	<input type="text"/>	=Mileage Reimbursement (C)	<input type="text"/>
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**FINANCE DEPT. USE ONLY**

Total Reimbursement Due (B) + (C)

I declare that I have necessarily incurred this expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties.

Claimants Signature:

Date:

Authorised By: