

Expenses Claim Form
Great Budworth Parish Council

Name: Gill Ayres
Date: 30th April 2019

Date	Detail	Budget Category	In Budget?	Net	VAT	Gross
Various	Mileage from home to Great Budworth to put up election notices, distribute nomination papers, meet film crew, get cheques signed, collect insurance papers, meet contractor to install post box. 8 trips of 15 miles @ 45p per mile.	Admin / staff	YES			54.00
03/03/2019	File dividers	Admin / office exp	YES	2.24	0.45	2.69
05/03/2019	Collect Election material from Chester 56 miles @ 45p per mile	Admin / staff	YES			25.20
18/03/2019	Online Land Registry Searches re Lower Pumphouse 3 x £3	Admin / office exp	YES	9.00	0.00	9.00
20/03/2019	Land Registry Search by post for Lower Pumphouse.	Admin / office exp	YES	4.00	0.00	4.00
28/03/2019	Online purchase of Post Box for Parish Hall	Admin / office exp	YES	45.62	9.12	54.74
04/04/2019	Printer paper	Admin / office exp	YES	8.41	1.68	10.09
06/04/2019	Stamps	Admin / office exp	YES	8.40	0.00	8.40
27/04/2019	Microsoft Office 365 Home	Admin / office exp	YES	66.66	13.33	79.99
Total				144.33	24.58	248.11

Approved:

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Print:

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Date:

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Date Paid:

Ref: