

Expenses Claim Form
Great Budworth Parish Council

Name: Gill Ayres
Date: 31st October 2019

Date	Detail	Budget Category	In Budget?	Net	VAT	Gross
Various	Mileage from home to Great Budworth to meet PCSO, sign cheques and put up notices. 12/08; 17/08; 10/10 3 x trips of 15 miles @ 45p per mile.	Admin / staff	YES	20.25		20.25
	Envelopes	Admin /Office Exp	YES	2.75		2.75
30/09/2019	Stamps 12 x 1st class	Admin /Office Exp	YES	8.40		8.40
10/10/2019	Printer paper	Admin/Office	YES	8.33	1.66	9.99
Total				39.73	1.66	41.39

Approved:

Print:

Date:

Date Paid:
 Ref: