

Table 1

| St Blane's Church of Scotland, Dunblane | | | |
|---|--|------------------|-----------------|
| | | | |
| Expenses Claim Form 2020 | | | |
| | | | |
| Date | Description of expense | Amount claimed | Office Use only |
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| | Total expenses claimed (a) | | |
| | Mileage claimed - journey details | | |
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| | Total mileage claim at £0.45 per mile (b) | | |
| | Total Amount claimed (a)+(b) | | |
| | | | |
| Please complete the form legibly and ensure relevant receipts are attached. Where appropriate the claim should be authorised by an appropriate person. | | | |
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| I confirm these expenses have been properly incurred on behalf of St Blane's Church and receipts, where available, are attached. | | | |
| Expenses are normally reimbursed by bank transfer; if you wish to be reimbursed that way (fastest), please complete your bank details below. | | | |
| | | | |
| Account name | _____ | Sort Code:- | __/__/__ |
| Bank | _____ | Account Number:- | |
| | | | |
| Signed | _____ | Date | __/__/__ |
| | | | |
| Authorised by | _____ | Date | __/__/__ |
| | | | |
| When completed, please pass the form to the Church Treasurer, Michael Yuille, 35 Menteith View, Dunblane FK15 0PD for payment. | | | |
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