|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

**Mileage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Reason** | **Miles** | **Rate** | **Total** |
|  |  |  | £0.45 | **£** |
|  |  |  | £0.45 | **£** |
|  |  |  | £0.45 |  |
|  |  |  | £0.45 | **£** |
|  |  |  | **Total claimed** | **£** |
|  |  |  | **VAT reclaimable** | **£** |
|  |  |  | **Excl VAT** | **£** |

**Receipted expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description** | **VAT Exc** | **VAT** | **Total** |
|  |  | **£** | **£** | **£** |
|  |  | **£** | **£** | **£** |
|  |  | **£** | **£** | **£** |
|  |  | **£** | **£** | **£** |
|  |  | **£** | **£** | **£** |
| **Total** | | **£** | **£** | **£** |

|  |  |
| --- | --- |
| **Bank Details** | |
| **Name on Account** |  |
| **Sort Code** |  |
| **Account No.** |  |

|  |  |
| --- | --- |
| **Total amount claimed** | **£** |
| **Total VAT claimed** | **£** |

|  |  |
| --- | --- |
| **Signed** |  |

|  |  |
| --- | --- |
| **Date:** |  |

**For Clerk’s use only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Method of payment** | **BACS / Cheque \* delete as applicable** | **Input to Alpha** |  |
|  |  | **Bank instruction** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorising signature 1** |  | **Date:** |  |
| **Authorising signature 2** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Code** | **Councillors expenses** | **4320** | **£** |
| **Account Code** |  |  | **£** |
| **Account Code** |  |  | **£** |
| **Account Code** |  |  | **£** |
|  | **VAT** |  | **£** |
|  |  |  | **£** |