



Harlow & Surrounding Areas  
"Learn, Laugh, Live"

### Expenses Claim/Cheque Request Form

Name: .....

Group: .....

Signed: .....

Date: .....

Expense Claim:

Cheque Request:

Date	Description	Amount
<b>TOTAL</b>		

Show actual miles, trip start and end points for mileage claims.

Expense Claim: attach receipts.

Cheque Request: attach invoice

For Groups Expenses –

Submit to Groups Treasurer.

For Committee/General Expenses -

Submit to Treasurer.

If an expense is for an item of equipment the Group Equipment/Asset Inventory must be updated

Form Updated May 7<sup>th</sup> 2020



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HM Revenue  
& Customs

Guidance

# Travel - mileage and fuel rates and allowances

Updated 4 July 2019

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## Approved mileage rates from tax year 2011 to 2012 to present date

From tax year 2011 to 2012 onwards	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Form Updated May 7<sup>th</sup>, 2020