

u3aNewcastle

Registered Charity No: 1078961

Travelling Expenses Claim Form

Travelling Expenses Claim Form

1. Expense claims should reflect the cheapest travel option available.
2. Mileage rate for car travel is xxx (25p according to CC) per mile with a maximum of 180 miles.
3. For emergency car travel the mileage rate is xxxx
4. All receipts including those for car parks and taxis need to be attached for all claims.
5. The Trust's National Conference and A.G.M are permitted according to Newcastle u3a constitution 2021.
6. All receipts must be submitted before expenses are payable.
7. Leave your claim form and receipts in the internal mailbox or post them to Newcastle u3a, The Old Post Office, 5 Pink Lane, Newcastle NE1 5DW or hand them to the office team

Claimant	
Address	
Phone number	
Email address	

Details of Claim	
Date:	Cost
Reason/s for expenses.	
Journey in detail	Method of travel: Starting point: Destination: Reason for travel:
Additional journeys	
Cost/s of ticket/s, bills/ etc	
Residential	Location: Hotel, B&B used etc Reason for stay
Car Mileage : Number of miles at xxxxx per mile	
Car park costs: location, number of hours and total cost.	

BACS		
Bank Sort Code		
Account Number		
Name of account		

Claim Approved/Refused	Signed: Role on committee:
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Total amount claimed	
Signed by claimant.	Date

HMRC approved mileage rate: 45p per mile is the tax-free approved **mileage allowance** for the first 10,000 **miles** in the financial year – it's 25p per mile thereafter

For the first 10,000 miles per tax year, cars and vans are **eligible** for 45p per mile. From there, **travel** is at a **rate** of 25p per mile. For motorcycles and bikes, the **rates** are the same for all **travel** — it's always 24p for motorcycles and 20p for bikes.