



Expenses claim

Please detail all expenses on page 2 and show the total below.

When complete, please post the form, with receipts if relevant, to the Treasurer for payment:

Maurice Howells, 94 Ashdown Road, Chandlers Ford, Eastleigh, SO53 5QG

Alternatively, scan the form and receipts and email them to: treasurer@wbs.org.uk

Total expenses claimed £.....

Please select how you would like your claim to be handled:

☐ a) Pay the total to me by bank transfer. Please enter your bank details here (unless previously notified to the treasurer):

Sort code ____-____-____

Account number

Name of account holder

☐ b) Retain the total as a donation to WBS

☐ c) As b) but using the GiftAid scheme, allowing WBS to reclaim an additional 25% of your donation. To be eligible, you confirm **EITHER** that you have paid (or will pay) an amount of Income Tax or Capital Gains Tax in the current tax year at least equal to 25% of your donation **OR** that your claim is no more than £30

Name Signature Date

Address

.....

Post code

Expenses claim (page 2 of 2)

Date	Purpose	From/To	Mileage	Car parking	Public transport	Amount claimed
Total travel claim						

Mileage may be claimed at 55p per mile

Bicycles may be claimed at 20p per mile or 24p for motorbikes

Non-travel expenses

Date	Item	Amount claimed
Total non-travel claim		