railfuture

EXPENSES CLAIM FORM (12/2014)

Campaigning by the
Railway Development Society Limited
A Company Limited by Guarantee, registered in England and Wales No 5011634.
Registered Office: 24 Chedworth Place, Tattingstone, Suffolk IP9 2ND
www.railfuture.org.uk

Name: | Cheque ☐ | BankAcc: ☐ [4]

Address: | Postcode: | *It's faster by bank!*

Bank Details: [4] A/C Name: Sort Code: Number:

Group/Budget: | Date:

Date expense incurred	Details of expense (For travel, state the meeting purpose and venue on a line before listing details of the journey)		Total amount incurred	Total amount claimed	Amount waived
Travel	From/To (each leg of journey)	Mode / Ticket type / mileage rate			
		Subtotal:			
Postage					
		Subtotal:			
Phone					
		Subtotal:			
Print/Copying					
		Subtotal:			
Other					
		Subtotal:			
		TOTALS:			

Signature of claimant: | Date:

Authorised by: | Office held:

Date claim received: | Date processed: | Cheque No:

Notes:

1. All claims should be submitted promptly at the end of each month. Exceptions will be made in the case of large expenditure items when the claimant is unable to wait until the end of the month.
2. Claims less than £10 in total may be held over for no more than three months. All outstanding claims need to be sent by the end of the company year (31st December). Please consider bank payments: it saves *Railfuture* money.
3. Wherever possible claims should be accompanied by evidence that the costs were incurred (e.g. rail tickets, receipts, phone calls and postage listings etc.). Such evidence is required for audit purposes. Where no evidence is available (e.g. for car journeys to a station) a note should accompany the claim to explain. Please staple or paper clip the receipts etc. to the claim form.
4. Where "bank acc" option is ticked the claimant agrees to receive a payment directly into their bank account (using bank details supplied on this form, or if blank the most recent bank details supplied in a previous form). The Finance Officer will endeavour to make payments by BACS within 3 days of receipt of the claim. Cheque payments will be made at approximately 2 week intervals.