**MANRESA LINK**

**EXPENSES CLAIM FORM**

**Event leading to claim:** ..............................................................................................................

Date of event: .............................................................................................................................

|  |  |  |
| --- | --- | --- |
| **ITEM** | **AMOUNT** | **Receipts attached? YES/NO** |
| Bus fares |  |  |
| Train fares *(must be cheapest available)* |  |  |
| Mileage  Total miles: x .30p per mile |  |  |
| Car parking |  |  |
| Materials  (eg photocopying – please give details) |  |  |
| Other (please give details) |  |  |
| **TOTAL AMOUNT CLAIMED** |  |  |

**NAME (capitals):**

**SIGNATURE:**

**DATE:**