**MANRESA LINK**

**EXPENSES CLAIM**

|  |  |
| --- | --- |
| **EVENT/REASON LEADING TO CLAIM:** |  |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **AMOUNT** | **RECEIPTS****ATTACHED (Yes/no)** |
| Bus |  |  |
| Train |  |  |
| Materials (e.g. photocopying) |  |  |
| Mileage  Total miles  Amount claimed  (@ 40p per mile 2019) |  |  |
| Refreshments |  |  |
| Other (please describe below) |  |  |
|  |  |  |
| **TOTAL** |  |  |

**NAME:**

**SIGNATURE:**

**DATE:**