Covid 19 Mileage and Expenses Form

Organisation Name	Strathglass and Affric Community Co Ltd			
Project Title	Covid-19 Supporting Communities Fund			
Reference Number				
Claimant Details				
Name				
Address				
Telephone Number				
Detail Expenses Claimed				
Payment cannot be made without corresponding receipts. Please attach original receipts				
Travel (Mileage will be paid at £0.45 per mile (for first 10,000 miles) £0.25 per mile (all mileage over 10,000 miles))				
Date	Journey	Mode of Transport	Mileage	Amount Claimed
Expenses				
Date	Detail			
Other				
Date	Detail			
Total Claimed				

I confirm that the allowances claimed were incurred when carrying out duties for the project detailed above.

Signature_____

Position In Organisation _____

Date_____

Date Paid:
Cheque Number:
Petty Cash Book Reference: