

Name (Mr/Mrs/Miss/Ms):

Address:

Post Code: Email:

Appointment held: Division:

Summarise Total Costs from overleaf below:-
(please attach receipts where applicable):

Fares:

Car/Cycle:¹ miles@ per mile

Postage:

Telephone:

Other:

Budget Code	£	p
Grand Total		

Signature: Date:

Return completed forms to: Mrs Maureen Doggett, 15 Brenda Gautrey Way, Cottenham, Cambs CB24 8XW

If you would like to donate the amount of your expenses to Girlguiding rather than claiming it, please tick one of the boxes below:-

- ☐ I wish to donate this claim to the Hertfordshire Guide Centre, Cottered
☐ I wish to donate this claim to Girlguiding Hertfordshire in general

Payment details

- ❖ Please complete the bank details below if you are happy for your expenses to be paid direct into your bank account via BACS
- ❖ If you have previously submitted your bank details you do not need to complete this section again unless you wish your expenses to be paid into a different account, or your account details have changed.

Bank/Building Society Name:

Branch Sort Code: / /

Bank Account Number (must be 8 digits):²

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Building Society Roll Number:

Account name:

To be completed by Adviser/Budget Holder only:

Authorised:	Date:	Budget Holder:	
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¹ Please check that your insurance policy covers the use of your motor vehicle for Guiding purposes. If your insurance company interprets mileage allowance as 'Hire and Reward' you may not be covered.

² If your account number is less than 8 digits please prefix it with sufficient zeros to make it 8 digits, e.g. 1234567 becomes 01234567.

Fares: Trains, buses, taxis				
Date:	Description:	Budget Code	£'s	p
Total: Transfer total to front of claim				

Transport : Mileage (Cars 45p / Motor Cycles 24p / Cycles 20p per mile)				
Date:	Description:	Budget Code	£'s	p
Total: Transfer total to front of claim				

Postage:				
Date:	Description:	Budget Code	£'s	p
Total: Transfer total to front of claim				

Telephone: Mobile, Landline and Internet				
Date:	Description:	Budget Code	£'s	p
Total: Transfer total to front of claim				

Other:				
Date:	Description:	Budget Code	£'s	p
Total: Transfer total to front of claim				
Grand Total				