

WYE VALLEY COMMUNITY COUNCIL
CLAIM FOR REIMBURSEMENT OF EXPENSES

NAME

DATE / PERIOD

DESCRIPTION

FARES - COACH, BUS, TRAIN OR TAXI	TICKETS/RECEIPTS ATTACHED	
USE OF PRIVATE VEHICLE	miles @ agreed rate of (per mile)	
PARKING FEES	RECEIPTS ATTACHED	
ACCOMMODATION		
FOOD & DRINK		
OTHER EXPENSE	RECEIPTS ATTACHED	
TOTAL AMOUNT CLAIMED		

I certify that the amounts shown were
expended while on Wye Valley Community
Council business

CHEQUE
NUMBER