

**TINTERN COMMUNITY COUNCIL**  
**CLAIM FOR REIMBURSEMENT OF EXPENSES**

NAME

DATE / PERIOD

DESCRIPTION

<b>FARES - COACH, BUS, TRAIN OR TAXI</b> Tickets/receipts <b>must</b> be attached	
<b>USE OF PRIVATE VEHICLE</b>	miles @ agreed rate of (per mile)
<b>PARKING FEES</b>	Receipts <b>must</b> be attached
<b>ACCOMMODATION</b>	Receipts <b>must</b> be attached
<b>FOOD &amp; DRINK</b>	
<b>TOTAL CLAIMED</b>	

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