

The Corporation of Ealing, Hammersmith and West London College

Expense claims for Members of the Corporation

Instrument of Government para 18,
 “The Corporation may pay to its members such travelling, subsistence or other allowances, as it decides, but shall not without, the written approval of the Secretary of State, pay allowances which remunerate the members for their services as members.”



Name of Member: _____

The Corporation has decided that Members would be re-imbursed for actual expenses incurred.

1. Member claiming expenses to complete this section, sign, date. Please attach receipts.
 Return to the Clerk to the Corporation Ealing, Hammersmith and West London College Gliddon Road London W14 9BL

Duty			Travelling Expenses			Other Expenses			Total Claimed	
Date	Duty e.g. name of Committee / Conference	Place (if not at the College)	e.g. Taxi/Train, Car Mileage calculated at number of miles X 0.4	Amount		Description e.g. telephone/childcare	Amount		£	P
				£	P		£	P		

I claim expenses incurred in connection with my approved duties as a Member of Ealing, Hammersmith and West London College, and declare that I have incurred these expenses to which I would not otherwise have been subject in order to undertake duties as a Member.

Declared by Member _____ **Date** _____

A cheque for re-imbursement will be sent to you.

2. Approved by Principal _____ **Date** _____

3. FINANCE DEPARTMENT
 Date claim received

Name of Finance Officer authorising claim

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