

Housing Engagement Expenses Claim Form

Notes for Completion - please read carefully
Only expenses set out in the booklet 'How to Claim Expenses for Your Involvement with Housing' can be claimed
All parts of this form must be completed - it will be returned to you if incomplete
All tickets/receipts must be attached to this form to ensure your claim is not delayed
Please ensure you sign and date the form before you submit it
Expenses should be submitted no more than three months in arrears

Name

Address

Date	Reason for Journey	Venue	No. of Miles	Mileage Expenses		Start Time	End Time	Other Expenses	
				£	p			£	p
			Page Totals						

Date	Reason for Journey	Venue	No. of Miles	Mileage Expenses		Start Time	End Time	Other Expenses	
				£	p			£	p
			Page Totals						
			Previous Totals						
			Total Claimed						

I certify this is a correct record of my expenses

Signature:

Date:

For Office Use

Authorised by:

Date:

Code: