

Norwich Foodbank Expense Claim Form

cells are auto-calculated, do not amend

Name		
Period Covered by claim		

Car Mileage

(total of all journeys on one line is accepted)

Date	Mileage	Rate	Amount claimed£
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00
		£0.45	£0.00

Car Parking	
Public transport	
Park & ride	
Stationery	
Repairs	
Equipment	
Other	

Total claimed	£0.00
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<p><i>By submitting this form you confirm that you have informed your insurers of the use of own vehicle in relation to Foodbank business. If unable to obtain business use insurance submission indicates that you are willingly undertaking the risk yourself and no liability will befall Norwich Foodbank.</i></p>	
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Initials as confirmation	
Date	

Claim authorisation by Hannah Worsley or Treasurer

Notes	
1. Please attach tickets/invoices to	
2. Claims should be submitted on	
3. If this is your first claim, please	
Account Name	
Account Number	
Sort Code	
Bank	