



The John Wallis Church Of England Academy, Ashford

Claim For Reimbursement Of Expenses

Name

For the period to

All expenses should be supported by appropriate documentation and follow the Academy's expenses policies.

NB: Yellow boxes contain formulas that calculate values automatically; please do not type anything in them.

Date	Details	Subsistence		Entertaining		Travel			Other		Mobile	Total
		Overnight	Meals etc.	Internal	External	Car Miles	Car Parking etc.	Public Transport	Taxis	Costs	Mobile phone	
												-
												-
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												-
												-
												-
												-
<i>Total claim in this category</i>		-	-	-	-	-	-	-	-	-	-	-

Total Mileage this claim miles @ p per mile -

I claim reimbursement of the above expenses which have been necessarily incurred by me on Academy business and in accordance with the Academy expenses policies.
 20/01/2020
 (Signed) (Date)

Authorised by Department Head:

 20/01/2020
 (Signed) (Date)

Bank Details - MUST BE PROVIDED FOR BACS PAYMENT TO BE MADE
 Sort Code:
 Account Number:

Authorised by Principal or Director Of Finance & Operations:

 20/01/2020
 (Signed) (Date)