



Kingsbury Parish Council

Working for the local community in
North Warwickshire

Doc: KPC-POL-27 App 2
Issue: October 2024
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Appendix 2 to Expenses Policy (KPC-POL-27)

Reimbursement Claim Form

Name:

| Date Expense Incurred | Details and Reason for Expense | Expenses (minus VAT) | VAT expenses | Total Expenses |
|-----------------------|--------------------------------|----------------------|--------------|----------------|
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All Expense receipts to be attached.
Where VAT is incurred a full VAT receipt is required so that the council can reclaim.

Total VAT (£)
Total (£)

I certify that the above claim is a correct record of the incurred costs.

Area of financial budget this expense is to be recorded under:

Employee/Councillor Signature:

Date:

Agreed for payment by Chair of Finance Sub-Committee

Date:

Approved for payment at a Council meeting on:

Date:

Minute Number:

NB: VAT receipts need to be made out to Kingsbury Parish Council to be able to reclaim the VAT

Any other relevant information: