



Kingsbury Parish Council

Working for the local community in
North Warwickshire

Doc: KPC-POL-27 App 1
Issue: October 2024
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Appendix 1 to Expenses Policy (KPC-POL-27) Expenses Claim Form

Name:

Date Expense Incurred	Details and Reason for Expense	Miles	Non-Mileage Expenses		Total Expenses
			Other Expenses (Net of VAT)	Other Expenses (VAT)	

All Expense receipts to be attached.
Where VAT is incurred a full VAT receipt is required so that the council can reclaim.

Total Miles (@ £0.45 per mile)	<input type="text"/>	£	<input type="text"/>
Add Other Costs	<input type="text"/>	£	<input type="text"/>
Total		£	<input type="text"/>

I certify that the above claim is a correct record of my mileage and expenses.
I have at all times driven legally whilst on Council business.

Employee/Councillor Signature:

Date:

Agreed for payment by Chair of Finance Sub-Committee

Approved for payment at a Council meeting on:

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