



EXPENSES CLAIM FORM

For expenses incurred on behalf of Area Meeting (AM) or Local Meeting (LM) business, work and witness.

Taxpayers willing to meet the cost themselves can help our finances by donating their expenses and allowing us to reclaim Gift Aid. See below.

It is normal for Friends attending courses and conferences on behalf of AM, or with its help, to report back to AM.

Please fill in the details below and return it direct to the AM or LM Treasurer, attaching all receipts securely. **Note:** Mileage can be claimed at 45p per mile.

Date	Details of Expense/ Event / Representing	£
TOTAL EXPENSE INCURRED [A]:		
<i>To donate part or all of your expenses, please state the amount here [B]:</i>		
<i>And put the total to be refunded by Meeting here [A-B]:</i>		

Name: Date:

Address:

Gift Aid

I am a UK taxpayer and understand that if I pay less Income Tax and / or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Do you wish this donation to be treated as Gift Aided? **Yes / No**

(LM or AM Treasurers or Collectors can tell you more about Gift Aid.)