CORNWALL FEDERATION OF WOMEN'S INSTITUTES

EXPENSES CLAIM FORM

SUB-COMMITTEE .....

Name: ..... Telephone No: .....

Address: .....

Claims MUST be submitted within three months of the event and before the end of the financial year (3l December) or they will not normally be paid. Please indicate to which sub-committee or event the expenses are to be charged. PLEASE USE A SEPARATE FORM FOR EACH DIFFERENT EVENT. You may find it useful to use the back of the form to note your expenses: you can then bring forward the totals under the appropriate headings.

Do remember that members should try to travel together to reduce costs. Public transport should be used whenever possible, preferably 'cheap day returns'. Those who choose not to do so may claim only the equivalent costs.

WHEN NO PUBLIC TRANSPORT IS AVAILABLE, YOU MAY CLAIM MILEAGE AS FOLLOWS:
Committee meetings / any other event or meeting:

Cars up to 1500cc:	22p per mile
Cars 1501cc and over:	24p per mile

When you represent the Federation outside the county, you must claim the cost of public transport or fuel only. However if you NEED to be away from home for 24 hours or more, you may claim an additional allowance UP TO A MAXIMUM OF £30 PER NIGHT to cover meals and accommodation (receipts please). When you are fortunate enough to obtain hospitality with a relative or friend, it will greatly help CFWI funds if you charge only what you have paid out. When sub-committee members are WORKING FOR AT LEAST 4 HOURS at a CFWI event, MILEAGE MAY BE CLAIMED — BUT NOT ENTRANCE FEES.

POSTAGE AND TELEPHONE:

Postage:

Date: Event: Telephone: _____

_____ TOTAL: £ _____

SUNDRIES:

Date: Event: _____

_____ TOTAL: £ _____

TRAVEL:

Date: Event: _____

_____ TOTAL: .£ _____

GRAND TOTAL: £

Those who have claimed mileage or fuel MUST also complete this part for VAT purposes:

Journey: from ..... to .....

Name: .....

No. of miles	Engine size	Year	Make and model of Car	Actual cost of fuel (even if you claim mileage)

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