LDWA Kent Expenses Form

Please complete this in Adobe Acrobat Reader, free from https://get.adobe.com/uk/reader/
LDWA member claiming should complete form and send to the Treasurer:
·treasurer.kent@ldwa.org.uk

Ver: 1.5 - 8 January 2026

Event	

LDWA Member Claiming						
If needed, please give details of expenses in space at bottom of page						Totals
Travel Expense (from and to):						
Mileage for own vehicle			miles	@	£ 0.45	£ 0.00
Public Transport (most economic, receipts please)						
Accommodation / location (provide scans of receipts please)		Provider			Date	
Other Expenses (description) (provide scans of receipts)		Supplier			Date	
TOTAL Note: the form will calculate (if only entering mileage, then please enter a zero in another field to force the calculation)						£ 0.00

Bank Account - payment will be made direct	
Personal or Business	Personal
Name of Account	
Account Number	
Sort Code	
Signature of claimant	
Date of signature	

Please use space below for notes to substantiate expenses, list journeys etc.