

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:

ldwakentjbriggs@icloud.com

Ver: 1.1 - 7 July 2023

Event	
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LDWA Member Claiming			
<i>If needed, please give details of expenses in space at bottom of page</i>			Totals
Travel Expense (from and to):			
Mileage for own vehicle		miles @	
Public Transport <small>(most economic, receipts please)</small>			
Accommodation / location <small>(provide scans of receipts please)</small>	Provider	Date	
Other Expenses (description) <small>(provide scans of receipts)</small>	Supplier	Date	
TOTAL			
<small>Note: the form will calculate (if only entering mileage, then please enter a zero in another field to force the calculation)</small>			
Bank Account - payment will be made direct			
Personal or Business			
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.