MACMILLAN UNIT TRAVELLING EXPENSES

NAME: John Smith **ADDRESS:** 25 The Terrace **CAR REG. NO:** HJ15 1ZY **Month of** November 2015

DATE	REASON FOR JOURNEY	OPENING MILEAGE	CLOSING MILEAGE	MILES CLAIMED RETURN JOURNEY	RATE	AMOUNT CLAIMED	PUBLIC TRANSPORT FARES
01/11/15	Transport M Fisher from home to DC and return	25185	25199	14	0.45	£6.30	
05/11/15	Transport J Jones from home to DC and return	26026	26036	10	0.45	£4.50	
09/11/15	Transport F Beard from MCL to RBCH for chest x-ray	26045	26054	9	0.45	£4.05	
14/11/15	Public transport from home to Christchurch hospital						£4.65
Total				33		£14.85	£4.65
APPROVED DATE:		CHEQUE NO:		TOTAL: £29.50			

I confirm that these expenses are solely for Charity business. **Signed** *J Smith* Date: 30/11/2015

PLEASE ENSURE YOUR EXPENSES ARE SUBMITTED REGULARLY AND FOR THE CORRECT FINANCIAL YEAR 1 SEPTEMBER TO 31 AUGUST