NGSU Miscellaneous Expenses Claim

Please note that all receipts must be attached to your claim for payment to be made.
Mileage rate = 20p per mile

Date	Reason/Details	Type of meeting *	Amount			*Office Use Only Code*
			Goods	VAT	Total	
		Total				

* Please give details of expenditure and the meeting it relates to (eg, Area Council, Advisory Committee, Hearing, NEC, etc)

I claim the above in connection with the Union's business.

Name (*Block Capitals Please*): _____ Membership (Staff) Number: _____

Signed: _____ Date: _____

Office Use Only

Cheque Number:	Date:	Item:

Code	Goods	VAT	Total