

**ORCHARD HILL COLLEGE ACADEMY TRUST
MILEAGE/EXPENSE CLAIM 2016/2017**

PERSONAL DETAILS									
SURNAME:					FORENAME:				
PAYROLL NO:					VENUE:				
VEHICLE DETAILS									
VEHICLE MAKE:				VEHICLE MODEL:					
REGISTRATION NO:				ENGINE CAPACITY:					
CERTIFICATE OF CLAIMANT									
TOTAL MILEAGE CLAIMED:			0		FOR THE MONTH OF:				
MILEAGE RATE (per mile)			0.45		TOTAL MILEAGE COST:			£0.00	
EXPENSES			£0.00		TOTAL CLAIM			£0.00	
<p>I certify that, to the best of my knowledge, the information provided on this Expense Claim Form is true and accurate, wholly and exclusively in the performance of my business activities and I have attached all receipts for my expenses claims where applicable. I likewise confirm that I hold a valid and current driving licence and am adequately insured for business travel where mileage has been claimed & this is my own vehicle. Furthermore, where I have claimed for items without receipts, I can confirm that I did incur this cost of equal or greater value and accept that these are approved HMRC scale rate items.</p>									
SIGNED (CLAIMANT):					DATE:				
AUTHORISED BY:									
APPROVED SIGNATORY:					DATE:				

