

NORTH MIDLANDS RDA EXPENSES CLAIM FORM



Please return this claim form to RDA National Office within one month of expense being incurred.

NAME: _____

Email Address: _____

Postal Address: _____

PLEASE NOTE: All expense forms will only be settled with supporting receipts. If receipts are lost, please write "receipt lost" on the form.

Reason for Claim
(Meeting / Event): _____

VENUE: _____

I wish to claim expenses for:

- Total Mileage ofmiles @ 40p per mile = £.....
Return From To
- 2nd Class Train Fare / Flight £.....
Return From To
- Accommodation
- Other Expenses

Please pay direct to my bank account:
You already have my bank details: Yes / No
If No, my bank details are – Account Name:
Bank Account No: _____ Sort Code: _____

Signature: Date:

NORTH MIDLANDS RDA USE ONLY

Total Amount: £

Authorisation:

RDA NORTH MIDLANDS
Rosemary Hall, North Midlands Treasurer
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rosemarychall@gmail.com