

**Mothers' Union**  
**Coventry Diocese**  
**Expense Claim Form 2022**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

	£
Travel: Tube/bus/taxi/train/coach (where possible book in advance)	
Car _____ miles @35p/mile*	
Conferences	
Telephone	
Postage	
Photocopying 3p a sheet	
Other	
TOTAL	

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Countersigned: \_\_\_\_\_ Date \_\_\_\_\_  
(DP/VP)

*Please let me have your bank account details for a bank transfer:-  
Account No:*

Sort Code:

Account Name:

*Please attach invoices or receipts if possible  
\* mileage schedule overleaf*

Return to Nicola Stephens, Mothers' Union Office,  
1 Hill Top Coventry. CV1 5AB

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Mileage Form

Date	From	To	Purpose	Mileage
			<b><i>Total miles</i></b>	
		<b><i>Cost at 35p per mile</i></b>		

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