

VTCT EXPENSES CLAIM FORM

Claimant Name
Bank Account Number
Sort Code



How to use expense form:
 Save this form on your PC or laptop and then open with MS Excel
 Enter any mileage claimed from 6th April 2019 in cell D15, Highlighted Yellow
 To claim mileage, enter number of miles in the 'No. of miles' column. The rate of 0.45 or 0.25 per mile is calculated based on your mileage already claimed in the tax year. Enter Yes or No in the Passenger column as appropriate
 It is the claimant's responsibility to ensure Cumulative Mileage is summed for the period of 6th April to 5th April each tax year.
 For mileage claims under 10,000 miles £0.45p can be claimed.
 For every mile in excess of 10,000 miles £0.25p can be claimed.

Date of Expense	Details of claim	Budget Code	No. of Miles	Passenger?	Mileage 45p or	Mileage cost	Parking /					
					25p/mile	(£)	Travel	Visit	Accom	Subs	Other	
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
			0		£0.45	£0.00						
		Carried Forward	0			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Total amount claimed £0.00

I confirm that all expenses on this form have been incurred in accordance with the relevant VTCT expenses policy:

Signature of Claimant: _____
 Authorised signature: _____

Date: _____