

VTCT Expenses Claim Form



Please complete this editable form and send your completed form with copies of receipts to LeanneHobbs@vtct.org.uk for processing of payment.

It is the claimant's responsibility to ensure mileage is claimed in line with HMRC Mileage Allowance Payments. In any tax year, cumulative mileage up to 10,000 miles can be claimed at 45p per mile. Any mileage thereafter should be claimed at 25p per mile. A tax year runs from the 6th April to the following 5th April.

To claim mileage, enter number of miles in the 'No. of Miles' column. Please specify if you are claiming at the 45p or 25p rate in the 4th column. Enter 'Yes' or 'No' in the 'Passengers' column as appropriate. Enter the amount for any parking or additional travel costs (such as taxis, train tickets, etc.), accommodation, subsistence, or other as appropriate in each corresponding column.

Full Name	
Bank Account Number	
Sort Code	

Date	Details of Claim	No. of Miles	Are you claiming at 45p or 25p/mile?	Passengers	Parking/Travel (Taxis/Trains/etc.)	Accomm	Subs	Other

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

Signature of Claimant: _____

Authorised signature: _____