



Cheam Camera Club

Travel Expense Claim Form

Claimant: _____

Date of Claim: _____

Reason for Journey: _____

Date of Journey: _____

Journey From: _____

Journey To: _____

Return From: _____

Return To: _____

Outward Mileage: _____

Return Mileage: _____

Total Mileage Recorded: _____ (This Claim)

Was this the most Direct Route:

(Yes) _____ (No) _____

If the most direct route was not taken please give reason: _____

Parking Charges: Yes/No _____

Submit Ticket: _____

Congestion Charge: Yes/No _____

Submit Ticket: _____

Public Transport Used: Yes/No _____

Submit Ticket: _____

Amount Claimed: £ _____

Mileage may be claimed up to the current PAGB Rate 45p per Mile

Signature of Claimant:

Checked By: _____

Date & How Paid: _____

All claims must fall within the scope of the CCC Travel Expense Policy 2018

Please pass this claim to the Treasurer for approval and payment