NHP Board Member Expenses form

Board members do not receive any payment or dividend for their role. They are however entitled to claim out of pocket expenses, for example travel and child care costs when attending meetings, training, conferences on behalf of North Halifax Partnership. Please use this form to reclaim expenses you incur .Please note the mileage rate for travel by car is 45p per mile.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of out of pocket expense/s** – please tick which box applies | | | |
| Travel | Child Care | Subsistence (refreshments) | Other |
| **Brief details of the expenses, including date**  **Total cost (please attach receipt/s): £** | | | |

Your signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised by \_\_\_\_\_\_\_\_\_\_\_ Company Secretary

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**Office use only**

Budget heading \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sage code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_