**Please return this form to:**

**Crohn’s & Colitis UK**

**1 Bishops Square, Hatfield Business Park, AL10 9NE**

**CROHN’S & COLITIS UK- EXPENSE CLAIM FORM**

**(Receipts must be attached to verify claim)**



**NAME NETWORK**

CHEQUE PAYABLE TO (IF DIFFERENT)

DATE expense(s) incurred

REASON FOR CLAIM (e.g. AGM)

COST OF RAIL FARE/AIRFARE – Single/Return

FROM TO

BUS/TAXI – FROM TO £.................

TUBE -

ACCOMMODATION £………………..

CAR MILEAGE (from 1/1/06) ...………. MILES @ **45P PER MILE** £…………………

An additional 2p per mile can be added for each passenger carried.

Motorcycle mileage rate is 24p per mile

FROM TO

**If you have travelled by car in preference to using public transport and the cost of the mileage claim is higher than the usual second class train fare, please say why you needed to use your car and whether this was agreed in advance.  (Please refer to the Travel & Subsistence Policy on the reverse of this form). If you require a copy of the whole Policy, please contact the Crohn’s & Colitis UK Office.**

MISCELLANEOUS COSTS

DESCRIPTION (Parking etc)……… ……………………………………………………………………

|  |  |
| --- | --- |
| **Total Claim** |  |

**Signed by Claimant**………………………………….

|  |
| --- |
| Address |
|  |
|  |

Name of Bank

(Please complete if this is your first claim or your bank details have changed)

Sort Code

|  |  |  |
| --- | --- | --- |
|  |  |  |

Account Number

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**PAYMENT WILL BE MADE BY BACS TRANSFER FROM ‘No. 1 ACCOUNT’ WITHIN 14 WORKING DAYS: PLEASE SUPPLY AN EMAIL ADDRESS FOR REMITTANCE:**

Manager’s Approval ……………………………………. Date ……………………………………………………….

**TRAVEL**

**Public Transport and use of Cars for journeys**

Crohn’s & Colitis UK encourages the use of standard class public transport wherever and whenever possible and expects that the cheapest fare obtainable will be purchased. However, it is accepted that there are occasions when using a car may be a better or necessary option. Examples include: where equipment needs to be carried, sharing a car is a cheaper option overall, your health makes travel by public transport impossible, or using a car avoids the need for an overnight stay.

Crohn’s & Colitis UK will pay the normal standard class rail fare if the mileage claimed for a car journey is significantly more expensive and there is no valid reason for not using public transport. If in doubt please telephone the event organiser in the Crohn’s & Colitis UK Office in advance.

If you are travelling on a train and you have any concern about your safety or well-being because of the behaviour of other passengers such as football supporters, then you may purchase an upgrade to First-class and this cost will be reimbursed.

**Taxi**

Crohn’s & Colitis UK will allow the use of taxis where there is a health or safety issue for the claimant, e.g. carrying equipment from/to the venue from the hotel/train or bus station or if there is no suitable public transport.

**Airfares**

It is encouraged to use low cost budget airlines on travel between Scotland and Northern Ireland and London . For any other destination within the UK, travellers are advised to seek permission of the event organiser in the Crohn’s & Colitis UK Office before booking, as normally these trips should be undertaken by car or public transport.

**Mileage Allowance**

The car mileage allowance is 45p per mile if travelling alone. It is uprated by 2p per mile for each passenger carried. Motor cycle mileage allowance is 24p per mile.

**Car Hire**

The cost of car or van hire can be claimed where there is a need to carry large amounts of equipment or the hirer does not possess transport of their own. Crohn’s & Colitis UK will reimburse the petrol used on production of a receipt.

**Insurance**

Vehicles that are owned and used by Staff and Volunteers on Crohn’s & Colitis UK business should have adequate insurance cover. Crohn’s & Colitis UK strongly advises staff and volunteers to seek advice from their own insurers. The charity’s insurers’ advise that all car users who use their cars on Crohn’s & Colitis UK business should have Class 1 business use on their policy.

**EXPENSE CLAIM FORM**

**All claims must be recorded on the latest form and must be accompanied with receipts**.

**The claim must be signed by the Crohn’s & Colitis UK event organiser before it can be processed for payment.**

**If you are in doubt about what you can claim for please ask for the full version of the Travel and Subsistence policy from the event organiser.**

**Reviewed: January 2020**

**Next review: January 2021**