

MILEAGE CLAIM FORM

PLEASE USE THIS FORM FOR RE-CLAIMS OF MILEAGE INCURRED ON BEHALF OF NOMADS LTD

Name (Please use capitals);

NB Payments will be made by BACS or cheque within 7 days. If you wish to have payments into your bank account by BACS please contact The Treasurer with your bank details. For security reasons please do not write these down and leave in their tray, thank you.

Address (if you wish to be paid by cheque which will be posted);

Date	Mileage Travelled @ 30 pence per mile (please see notes below)	Reason for Expense (Show)	£
Total £			

I certify that I have actually incurred expenses as described above and hereby apply for a refund of that amount.

Signature;

Date;

When completed, this form should be sent to the Treasurer for approval and payment.

Treasurer's Approval Signature;

Date;

PLEASE NOTE; Your attention is drawn to the limits of the refund as stated below (in line with Inland Revenue Guidelines). Cars can claim 45p per mile up to the first 10,000 business miles irrespective of engine size then 25p per mile thereafter i.e. you can claim the difference of what Nomads re-pay you up to the 45p. NB this may affect your tax and NIC liabilities.

When using a car for Nomads business it is in the owner's interest to ensure they are adequately insured.

A business journey is one which involves travel from one place to another, other than the normal place of work (i.e. The Kings Theatre in this instance). If, however, the member travels direct from home, the mileage claimed should be the lower of the mileage actually incurred or the mileage which would have been incurred if the journey had started and finished at the normal place of work.