



# EXPENSE CLAIM FORM

Please complete and return this form by post, together with your receipts to:  
 BPNA Secretariat  
 Bridge House  
 Harrow Road  
 Bolton  
 BL1 4NH

Name:			
Address to send payment confirmation:			
Telephone in case of query:			
<p><b>Payment will be made by bank transfer. Please provide details.</b> If we have made payment to you by transfer previously you do not need to provide details again, unless your account has changed.</p>			
Bank address:			
Bank account number:			
Sort code:			
Account name:			
EVENT	DATE	DETAILS	AMOUNT
		<b>BALANCE DUE</b>	

**Notes:**

1. The mileage rate is 40p per mile.
2. Standard class train travel will be reimbursed for **return** journeys of fewer than 500 miles.
3. First class train travel will be reimbursed for return journeys of more than 500 miles, as measured by the AA ([www.theaa.com/travelwatch/planner\\_main.jsp](http://www.theaa.com/travelwatch/planner_main.jsp)).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_