



EXPENSES CLAIM FORM

Name:			
Address to send cheque:			
Telephone:			
Make cheque payable to:			
EVENT	DATE	DETAILS	AMOUNT
		BALANCE DUE	

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).

Signed: _____ Date: _____

Please attach your receipts to this form and send to:

BPNA Secretariat
 Bridge House
 Harrow Road
 Bolton
 BL1 4NH