



Red Top Expenses Claim

All expenses must be submitted and received within two weeks of the end of camp.
Any expenses submitted after this date may not be reimbursed. Train tickets or food claims submitted without a supporting receipt will not be processed.
All expenses must be pre-agreed with Head Office.

Name:	Camp:	Date:
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Fuel and Travel

The mileage rate is 20p per mile.

Please note that you are able to claim tax relief from HMRC, use the link below for more details: www.gov.uk/tax-relief-for-employees/vehicles-you-use-for-work

Date	Starting Postcode	Ending Postcode	Miles	£
		Mileage at 20p		
			Total	

General Expenses

Item	Reason	£
		Total

Authorised by (Head Office use only): _____ Date: _____