



# LOTHIAN PHOENIX

## Claim for reimbursement of Expenses

Name:

Date:

Event or Activity:

### Travel Expenses

Date	Details of, Reasons for, Journeys	Amount
Total Travel Expenses =		

### Hotel Subsistence & Refreshments Expenses

Date	Details of Hotel etc Expenditure	Amount
Total Hotel, Subsistence & Refreshments =		

### Miscellaneous Expenses

Date	Details of Miscellaneous Expenditure	Amount
Total Miscellaneous Expenditure =		

**Grand total of Expenses =**

I certify that to the best of my belief all the above entries are correct and that the expenses claimed were properly incurred.

Signed:

Claim authorised by:

Date:

Signed:

Received the sum claimed as the Grand Total of expenses above:

Date:

Signed