

LDC REPRESENTATIVE TRAVEL EXPENSE CLAIM FORM

Expense claims must be submitted within 28 days of the event.



LDC Officials' Day 2024 Friday 29 November 2024 LONDON

Please note that you are responsible for booking your own travel.

Name

LDC

Email **Tel**

Date of claim

Travel

Rail (Standard Fare/ First class permitted if booked in advance and cost equal to or cheaper than on the day standard travel)

Air Fare

Bus/Tube

Taxi (Outside London)

Parking

Mileage (please complete Section B)

Car-sharing - PASSENGER 1 Name

Car-sharing - PASSENGER 2 Name

Car-sharing - PASSENGER 3 Name

-	@ 45p
-	@ 5p
-	@ 5p
-	@ 5p

Claimed

Total Travel

-

Section B

Date	Odometer Reading		Journey		Total Miles
	Start	End	To	From	
					-
					-
					-
					-

Accommodation (Only permitted if travel to the event on the day requires a departure from home before 7am) Max budget of £220 (inc VAT) per night applies, subject to prior approval.

Subsistence (where applicable -please refer to expense policy)

Total to be paid

-

Please pay me by BACS transfer

Account name:

Account number: Sort code

I confirm I have attached receipts to support my claim and that these expenses were incurred by me wholly and exclusively in connection with LDC Officials' Day 2024

Signature
(Claimant)

Date

Please email/post back with receipts to:
Peter Hodgkinson, Treasurer, Annual Conference of LDCs
ldc.conference.treasurer@gmail.com

Mr Peter Hodgkinson
Brookfield
Diglake, Tilstock
Whitchurch
Shropshire
SY13 3NP