

GDPG Member – EXPENSES CLAIM

**LDC Officials’ day
Friday 29 November 2024**

Name (please print) _____

Address in full
(including county
and postcode) _____

Tel No _____

Air Fare £ _____

Standard Class Return Rail Fare £ _____

Any sleeper charges £ _____

Car mileage (45p per mile) £ _____

Car parking £ _____

Hotel costs necessarily incurred
(up to £220.00 inc vat - one night only) £ _____

Claim if staying with friends/relatives
(£25 one night) £ _____

Dinner subsistence applicable for overnight stay
(£25 one night) £ _____

Total expenses claimed £ _____

I claim payment of the above expenses necessarily incurred in attending LDC Officials’ day 2024. I am not claiming reimbursement from any other source.

Signature _____ Date _____

Please complete the box below so expenses can be paid directly into your bank account

Sort code	
Account number	
Account name	

Please complete this form and submit by email (with copies of receipts) to
Alex Cenic, Policy Officer, BDA alexandra.cenic@bda.org
(Tel: 020 7563 4158)