

Expenses Claims Form

Reimbursement of expenses:

NAME (Please print)

ADDRESS.....

.....

.....POST CODE

Please reimburse my expenses for attendance at the

On.....

Miles @ 45p per mile £.....

Car parking £.....

2nd class rail fare: £.....

Tourist class air fare £.....

Underground £.....

Overnight accommodation £.....

Other expenses 1.

2.

3.

4.

Total claimed £.....
(Attach all original receipts)

Signed..... **Date**.....

Paid on **Signed**.....

Please send to:

Treasurer - The Professional Gardeners' Guild
Dimitrisz Sopsis
20 Vanbrugh Drive
Houghton Regis
Bedfordshire LU5 5SU