PROFESSIONAL GARDENERS' GUILD

Expenses Claims Form

Reimbursement of expenses:

NAME (Please print) ……..…….

ADDRESS……..

……

……..POST CODE ……

Please reimburse my expenses for attendance at the ……..……

On……

Miles @ 40p 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:

Simon Hansford
The Coach House
Encombe
Corfe Castle
Wareham
BH20 5LW