PROFESSIONAL GARDENERS' GUILD

Trainee Expenses Claims Form

Reimbursement of expenses:

NAME (Please print) ……..…….

ADDRESS……..

……

……..POST CODE ……

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

On……

Miles @ 25p 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:

John Humphris
13 Montague Road
Easebourne
Midhurst
Sussex
GU29 9BJ