

04MTRA 60120 Boundary

IME Phase 2 Claim for travelling expenses to and from the parish boundaries.

To be submitted monthly or quarterly

Name .....

Address .....

Please see notes below

Date	Destination	Total mileage	Number of passengers	Purpose of visit	Date	Destination	Total mileage	Number of passengers	Purpose of visit

Total Mileage	
Claim Total	£

Inland Revenue mileage rate for full cost including depreciation of car (tax free) is 55p per mile. (This rate applies to the first 10,000 business miles in the tax year.)

Signature ..... Date .....

BACS Details: Sort Code ..... Account Number .....

Notes

1. It is very important, and in your interest, that information you provide on your travel claim form is accurate, since these forms are subject to inspection by the Inland Revenue.
2. Please indicate if you are bringing passengers with you as this will reflect on your mileage for any particular journey.
3. You may only claim for travel to and from residential conferences. If, during the conference, you leave and return to the conference venue for any reason, this would not be a legitimate claim for additional mileage unless it has been agreed by the Director of IME Phase 2.
4. Only use this form to claim travelling expenses.
5. Photocopy your original for your Parish Treasurer to claim the other half of your expenses.
6. Claims should be submitted monthly or quarterly and no later. All claims must be submitted before 31 December in the current year. All claims that are received after 31 December will have to be paid in full by the Parish as the IME Phase 2 account will be closed.