**NABO EXPENSES CLAIM FORM (from April 2016)**

All claims are subject to approval by a member of Council and the Hon Treasurer.
Receipts must be attached for all expenditure. Vehicle mileage may be claimed at 20p/mile.
Indicate in the last column to which cost centre (see below) each item should be allocated.

| Name | | Date | |
|---|---|---|---|

| Date | Description | Miles | Claim £ | Cost centre |
|---|---|---|---|---|
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| | | Total claimed £ | | |

Signed .....

Approved ..... (Council Member)

Approved ..... (Hon Treasurer)

| New payees please complete |
|---|
| Bank a/c No: |
| Sort code: |

| For office use only |
|---|
| Cheque No or payment ref |
| |
| Minute and date if applicable |
| |

| Cost centres | | |
|---|---|---|
| | Council meetings | 1 |
| | AGMs | 2 |
| | Membership | 3 |
| | Representing NABO | 4 |
| | NABO News | 5 |
| | Marketing/PR | 6 |
| | Website/internet | 7 |
| | Subscriptions | 8 |
| | Accounts/audit | 9 |
| | Legal | 10 |
| | Insurance | 11 |
| | General admin | 12 |