**EXPENSES CLAIM 1.10.2018-30.9.2019**

Expense claims for branch activities should be forwarded to the relevant branch treasurer. Expense claims for activities relating to the national organisation including committees and representation at Council for both committee members and branch representatives should be submitted to the Director. Private car travel may be claimed at 45p per mile. Please keep a copy of your claim form and receipts.

**FOR CLAIMS TO THE NATIONAL OFFICE: Please complete this form and submit by mail together WITH ORIGINAL RECEIPTS to Dr Sean O’Reilly, Director, IHBC, Jubilee House, High Street, Tisbury, Wiltshire SP3 6HA, or email WITH SCANS OF ORIGINAL RECEIPTS ATTACHED to admin@ihbc.org.uk.**

Name and address:

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.............................................................................Date........................................

Details of Claim: Date, place and purpose of expenditure. (Please attach receipts)

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Total Claim

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| The IHBC is a charity.  If you would like to donate your expenses to support our work please tick this box. |  |  |
| If you have not yet signed a Gift Aid form please tick this box and we will send one to you for completion. |  |  |

Signature: ................................................

Countersigned by.......................................

(Member of Council or Committee)

Approved for payment by ………………………………