

Hampshire and Islands Area Quaker Meeting

Registered Charity Number 1134213



EXPENSES CLAIM

Name Meeting

Address Postcode

With reference to

Place Date(s)

Please reimburse me as follows:

Travel From To
Train Fare Single/return

Car/motor cycle miles @ 45/24p per mile

Parking £ Bus £ Taxi £ line sub-total

Plane £ Ferry £ Insurance £ line sub-total

Total travel £ _____

Conference/Course Fees **Total fees** £ _____

Administration Phone £ Postage £

Stationery £ Printing £

Photocopying £ **Total administration** £ _____

Other expenses £

..... £ **Total other expenses** £ _____

Total claim £ _____

less Donation (optional) £

Net amount £ _____

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Please tick box if gift aid is applicable to your donation, and sign overleaf

Signed Date

This form should be returned to:

Jane Bennett (Treasurer), 30A Egbert Road, Winchester, Hampshire, SO23 7EB
with any supporting information (receipts, tickets, etc) and a self-addressed envelope.

Gift Aid Declaration

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Signed Date

Please notify us if you:

- *want to cancel this declaration*
- *change your name or home address*
- *no longer pay sufficient tax on your income and/or capital gains.*

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.