



Hampshire and  
Islands Area  
Quaker Meeting

**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** £ \_\_\_\_\_

Please tick box if applicable and sign overleaf.

less Donation (optional) £ .....

*giftaid it*

**Net amount** £ \_\_\_\_\_

Signed ..... Date .....

**This form should be returned to:**

Jane Bennett (Treasurer) 14 Hyde House Gardens, Hyde Street, Winchester, Hampshire. SO23 7EL  
with any supporting information (receipts, tickets, etc) and a self-addressed envelope.



Hampshire and  
Islands Area  
Quaker Meeting

**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.

**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.

Signed .....

Date .....