

Registered Charity

Number 1186058



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/bike miles @ 45/24p/20p 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) £

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Net amount £ _____

Signed Date

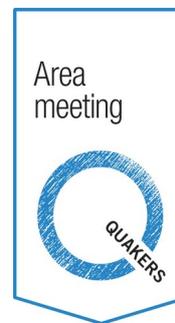
This form should be returned to:

Sheila Peacock (Treasurer) 40 Warblington Close, Tadley, Hampshire RG26 3YW

with any supporting information (receipts, tickets, etc) and EITHER a self-addressed envelope (if you want a cheque) OR a note of your bank sort code, account number and account name for direct transfer.

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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