04MTRA 60120 Boundary

IME Phase 2

Claim for travelling expenses **non-car** to and from the parish boundaries.

To be submitted monthly or quarterly

Name ………………………………………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………………………

Please see notes below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Destination | Bus/Uber/Bike (Specify) | Purpose of visit | Date | Destination | Bus/Uber/Bike (Specify) | Purpose of visit |
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| --- | --- |
| Total Mileage |  |
| Total Claim | £ |

Signature ………………………………………………… Date ………………………………………………

BACS Details: Sort Code …………………………… Account Number ……………………………

Notes

1. It is very important, and in your interest, that information you provide on your travel claim form is accurate, since these forms are subject to inspection by the Inland Revenue.
2. Bus or Uber: Please attach an image of your receipt.
3. You may claim one full journey by bus/uber or bicycle.
4. Only use this form to claim travelling expenses by bus, Uber or bicycle (bicycle journeys are reimbursed at a rate of 25p per mile).
5. Claims should be submitted monthly or quarterly and no later. All claims must be submitted before 31 December in the current year. All claims that are received after 31 December will have to be paid in full by the parish as the IME Phase 2 account will be closed.