

WAM Expenses Claim

Appendix A



Name

Period of claim

	Date of expenditure	Site	Item description or Journey details	Reason for expenditure	Cost	or Mileage claimed	Trailer (Y/N)	Mileage Cost
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
				Total				

Notes: Mileage costs reimbursed at 45p per mile unless towing the WAM trailer in which case the reimbursement rate is £1.65 per mile

Signed: _____

Date of claim _____

Approved _____