

Expense Claim Form



1st December 2024

Any costs incurred undertaking tasks or purchasing commodities and services on behalf of the WGCG are in principle refundable.

Purchases:

Prior to making and any purchases for commodities or services please ensure that these are approved by the budget holder beforehand. If possible try to have the supplier send an invoice to The Treasurer for payment. When paying personally a receipt must be retained and submitted along with the expenses claims form.

Travel:

The following activities are considered legitimate expenses;

- Attending Committee Meetings
- Leading WGCG Field Meetings
- Undertaking WGCG Geo-conservation Activity
- Lecturing Schools and colleges on behalf of the WGCG

Entertainment

- Dinner for speaker & host

How to Claim:

Use the WGCG Expenses Form. *(This PDF lets you type details on screen, save and e-mail.)*

Send your form and receipts via email to the budget holder who authorised / organised the cost. They will then verify the expense and forward it to the treasurer for payment.

(Receipts can be scanned to file or photographed and need to accompany the claims form).

Budget Holders

Geo Conservation & LGS Monitoring: **Jane Allum** (pqparent1@virginmedia.com)

Education: Speakers & Field Trips: **Mike Allen** (marocks@btinternet.com)

Publications, Holloway Awards: **Stuart Burley** (stuart.burley@hotmail.co.uk)

Public Engagement: **Gareth Jenkins** (anageoconsult@gmail.com)

Admin & Back Up for all: **Stuart Burly** (stuart.burley@hotmail.co.uk)

Mileage claim allowance will be the same as allowed by HMRC (currently 45p / mile)

Expense Claim Form



Date	Description / supplier with receipts	Budget category*	Claim (£)
TOTAL			

(Budget Categories: Admin, Education, Geo-Conservation, Public Engagement)

Please attach receipts where possible

Claimant Name (print):

Signature of claimant:

Date:

Bank Account Name (exactly as shown on your account)	
Sort Code:	
Account Number:	

Authorisation:

Date:

Cost Centre:

Budget Holder:

Date claim received by Treasurer:

Cheque Number / BACS:

Date issued:

Authorised travel @ 45 pence per mile – state start point and destination

Allow 7 to 10 days for processing of the claim

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