Expenses incurred by individuals on behalf of Oxfordshire Badger Group should be approved in advance by the Treasurer, Secretary, Chair or Records Officer. Expenses incurred must be recorded on this Expenses Claim Form and supported by an original document. Faxes, emails and electronic forms may be accepted where necessary. Completed forms must be authorised by at least two of OBG’s bank account signatories (other than the claimant) before being submitted for payment.

|  |  |
| --- | --- |
| **Oxfordshire Badger Group**  Secretary c/o 29 Webbs Way, Kidlington OX5 2EW  OBG@oxonbadgergroup.org.uk  Oxonbadgergroup.org.uk  **Expenses Claim Form** | Registered charity 1186850 |

Claimant details:

Name:

Address: Post code

Payment details:

Bank sort code / bank account number else ‘by cheque’:

Claim details: *(of the event or activity being claimed for)*

Travel: *(give dates and purpose of journey, method of travel and mileage (at 45p per mile)*

Subsistence/ Other Expenses *(give date incurred, detail and attach original receipts)*

Total claimed: £

I confirm this claim is for business expenses incurred wholly and necessarily on behalf of OBG.

Claimant signature and date:

Approver signature and date (or attach email):

Approver signature and date (or attach email):