

**THE BRIGITTE TRUST
SERVICE AND DEVELOPMENT MANAGER - EXPENSES FORM**

All authorised claim forms must be submitted to the office by the 18th of each month.

NAME: Jane Bellingham

CLAIM FOR THE MONTH

Mileage claimed: miles at 40p per mile

Telephone calls: calls at 35p per call

Postage & Stamps

Parking

Any other expenses (*Please specify*)

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.....
.....

TOTAL £
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Signed

Approved

N.B. Any expenses received after the 18th will not be paid until the following month.