

CPSY members expenses form

LPC Member Expense Claim Form

Name	
Address	
Telephone no	
Email address	

Locum Expenses/Daily Allowance

Date	Number of Hours	Hourly Rate	Total

Travel Expenses

(Car mileage 45p per mile)

Mileage	Total Claim

Sundry Expenses

Date	Details of Expenses	Amount	Total

Total Claim

£

Details for BACs Payment

Payee Name (as it appears on the bank account)	
Bank Sort Code	
Bank Account Number	

Declaration

These expenses have been incurred in accordance with the LPC Expenses Policy. I will declare any personal income to HMRC for tax purposes.

Signature	Date
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For office use	Paid
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Please submit completed forms, together with all available receipts to treasurer@cpsy.org.uk with all available receipts within 3 months of the expenses occurring