**OPEN MORRIS – OFFICIALS’ EXPENSES FORM**

**NAME: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **REASON see codes** | **JOURNEY**  | **MILEAGE (see below for rates)****Or other transport costs** | **OTHER non-travel items** | **TOTAL AMOUNT £** |
| **FROM** | **TO** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Claim** |  |

**Mileage Rates: 45p per mile for petrol or diesel vehicles (November 2022), or 9p per mile for electric vehicles (April 2023).**

 **Receipts to be provided for non-mileage claims.**

 **Bank details for transfer. Cheques will only be issued exceptionally**

 **Sort Code**

 **Acc Number**

 **Acc Name**

SIGNED………………………………………….………………. DATE……………………………………….

**Reasons for incurring expenses.**

Please put the appropriate code number in the Reason column, if the code is number 7, Miscellaneous, or 3, General Officers’ Expenses, please also state the actual reason in the Other column and put the amount of the claim in the total Amount column.

1. Magazine
2. Insurance
3. General Officer’s Expenses
4. Expenses relating to the AGM, including travel
5. Expenses relation to AOM, including travel
6. Subs repayment
7. Miscellaneous
8. Website
9. JMO Day of Dance/ other activities
10. JMO AGM