

# PEAK & NORTHERN FOOTPATHS SOCIETY

Taylor House, 23 Turncroft Lane, Offerton, Stockport, SK1 4AB.

0161 480 3565

mail@pnfs.org.uk

Claims are normally paid by BACS.

If you wish to be paid by cheque please contact the Treasurer before submitting the form.

Name \_\_\_\_\_ Account No \_\_\_\_\_

Bank \_\_\_\_\_ Sort Code \_\_\_\_\_

Before completing this form please read the guidelines overleaf. Ensure that you have authorisation, on the form overleaf, before purchasing maps or exceptional items.

## Mileage claims

Date	Destination & purpose of Journey	Miles

Total miles at 30p / mile

## Public Transport (Tickets to be attached if possible)

Date	Destination and purpose of Journey	Fare


From Continuation Sheet

Total Amount Claimed

I declare that this claim is accurate and these cost have been incurred in connection with the work of PNFS

Claimant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved for payment \_\_\_\_\_

Date \_\_\_\_\_

Approved for payment \_\_\_\_\_

Date \_\_\_\_\_

Claims to be submitted to the Treasurer at the above address. Use continuation sheets if necessary

## PNFS EXPENSES GUIDELINES

- In accordance with Charity Commission guidelines, the Society will reimburse any expenses incurred by volunteers carrying out Society business. We encourage all volunteers to claim all expenses incurred. This allows us to demonstrate the amount of charity work we do.
- Some volunteers claim the money and donate it to the Society with gift aid. Whilst we greatly appreciate this, it is down to individual choice and we do not expect it.
- As a charity, the Society has to keep proper accounts. You should make all claims using the expenses claim form, a copy of which is included in the handbook. Where possible, please attach receipts to the claim form.
- Travelling expenses may be claimed. Give brief details of the journey and its purpose on the form. For bus or train travel, please attach receipts or tickets. For journeys by private car, mileage is payable at 30p per mile. Where there is adequate and convenient public transport, mileage claims should not exceed the cost of public transport.
- In exceptional circumstances the cost of an overnight stay may be claimed. Such circumstances include Courts and Inquires Officers attending an Inquiry which starts so early that it is not practical to travel there on the day. Or an Inspector inspecting a distant parish where the cost of travel exceeds the cost of an overnight stay. You must obtain the agreement, on the form below, of the Chairman, Treasurer or Secretary before booking accommodation.
- Stationery and copying: please give details and provide receipts if possible. Private printing from a computer can be claimed at the rate of 5p per side.
- Postage may be claimed. Please keep a record of each letter sent. You only need to submit the total you have spent on postage, but keep your detailed records for at least 15 months in case of any enquiry.
- Telephone calls. Please use email if possible but, if claiming for telephone calls, indicate briefly the purpose of each call and its duration, and estimate the total cost.
- Maps will normally be supplied from Taylor House. Please do not buy them without the prior approval of the Chairman, Treasurer or Secretary.
- Exceptionally you may wish to purchase other items or services with the intention of reclaiming the cost from the Society. You must always obtain the agreement, on the form below, of the Chairman, Treasurer or Secretary before doing so. If the agreement is made remotely, ie by email or telephone please note that in the approved column.
- Where receipts are not available, please explain why not on a separate sheet.
- All claims submitted will be checked and approved by two Trustees, one of whom will normally be the Treasurer

Date	Details of Proposed Spending	Cost	Authorised

