

Great Hinton Parish Council Expense Claim Form

Folio Number

Claimant: Tekla Hicks

Claim Date: 31.07.2025

Item	Total	VAT	Net	Miles at rate per mile	Travel	Stationery	Printing	Postage	Allowance	Other 2	Date	Description of expense (Receipts to be attached in all cases)
	££.pp	££.pp	££.pp	£0.45	££.pp	££.pp	££.pp	££.pp	££.pp	££.pp		
	Enter NET excluding VAT values below											
1	14.40	0.00	14.40	32	14.40							
2	54.00	0.00	54.00		54.00					31.07.25	WFH allowance £6p/w x 9 wks	
3	10.00	0.00	10.00		5.00 5.00					31.07.25	stationery	
4	5.99	0.00	0.00							5.99	31.07.25	Defib Torch
5	84.99	0.00	84.99							84.99	31.07.25	Microsoft renewal
Total Claimed	<u>169.38</u>	<u>0.00</u>	<u>163.39</u>		<u>14.40</u>	<u>5.00</u>	<u>5.00</u>	<u>0.00</u>	<u>54.00</u>	<u>90.98</u>		
					Net	Net	Net	Net	Net	Net		

Checked by

Name:
Date:

01/06/2025	Noticeboard	8
04/06/2025	Noticeboard	8
03/07/2025	Agenda	8
10/07/2025	Meeting	8
		<u>32</u>