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| Macintosh HD:Users:stella:Desktop:Sugar Ink Creative:Current Work:Gloucester Diocesan Academies Trust:LOGO:The Diocese of Gloucester Academies Trust Logo WEB.jpgGOVERNOR EXPENSES CLAIM FORM |

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| Name: …………………………..  Signature: ………………………….. | *date from: date to:*  Period of claim: …………………… …………………… |

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| Date | Details of expenses (attach receipts) | Vat number | Code | Amount (£) |
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| I authorise the DGAT to repay the above named employee the expenses claimed on this  form which were wholly and exclusively incurred for the benefit of the DGAT.  **Signature of authorizer: Date:** | **Total to be paid** |  |
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| MILEAGE CLAIM CALCULATION |

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| Name: ………………………….. | | | | |  | | | | |
| **Date** | | **Journey details** | | | | | **Mileage claimed** | | | | |
| *from* | *to* | *purpose* | | | *actual* | *less commute\** | **claimed** | | |
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| \*Deduct your normal commute if travelling to a  site en-route to or from the office | | | | Total mileage claimed: | | | | |  |
|  | | | | Total mileage claimed this year: | | | | |  |
| **Total claimed** (mileage multiplied by 45p) | | | | |  |

Mileage is paid at **45p** per mile up to 10,000 miles, thereafter at **25p** per mile.