

Meeting Date:	<b>January 2022</b>
Last approval date:	<b>New suggestion</b>
Suggested by:	<b>Cllr Roberts</b>
Are amendments suggested?	-
Comments from Reviewer:	<b>Suggest to implement the form / process</b>
Comments from Clerk:	<p><b>If implemented, the form will need to be filled in by:</b></p> <ul style="list-style-type: none"> <li>• VGWG for petrol and other expenses,</li> <li>• Gardener against purchases made on our behalf</li> <li>• Booking Managers for Hall and Football pitches for misc. items.</li> <li>• Councillors and Volunteers who usually give an electronic receipt to the Clerk.</li> </ul> <p><b>Currently all expenses are listed in the monthly payment schedules and approved in meetings, so this will be an additional physical sign off on paperwork and will require printing for signature even if received electronically.</b></p>
Any new papers or procedures?	<b>Yes</b>

### Nether Wallop Parish Council Expenses Claim Form

Name	Date
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Journey From/To	Purpose of Journey	Car, Motorbike or Bike	Date	Miles Claimed	Amount
					£
					£
<b>Total Mileage Claimed</b>					£

Other Expenses (Please attach receipts for all stationery and miscellaneous expenses)			
Items	Dates	Details	Amount
<b>Total Amount of Expenses Requested:</b>			

<b>Signature</b> <b>Councillor/Clerk:</b>	<b>Approved:</b> <b>Chairman of meeting</b> <b>Date:</b>
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Payment made:	Date:
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Other notes (Chairman/Clerk):