New Forest Access Forum - Expenses Claim Form

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| Name |  |
| Activity |  |
| Date |  |
| Journey  Details |  |
| Miles driven |  |
| Car Parking Fee £ |  |
| Public Transport £ |  |
| Dependent Care £ |  |
| Other £ |  |

* We encourage members to use public transport wherever they can.
* Our Mileage rate is 45p/mile for car travel.
* Please attach a clear photograph of any relevant tickets/receipts when emailing in your claim form.
* Please email all claim forms, with attached photographs, to [access.forum@newforestnpa.gov.uk](mailto:access.forum@newforestnpa.gov.uk)
* Payments are made via BACs transfer. Email [access.forum@newforestnpa.gov.uk](mailto:access.forum@newforestnpa.gov.uk) to organise setting up your bank details with the New Forest National Park Authority

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| I certify that the information entered on this form is correct and claim reimbursement of the mileage and other expenses to which I am entitled. I also certify that I hold a valid driving licence, appropriate insurance to cover me for the business mileage, a valid MOT certificate and that my vehicle is correctly taxed. |
| **E-signed by Member**: |
| I authorise payment of these expenses which have been claimed in accordance with the rules and are consistent NFAF and NFNPA policies. |
| **E-signed by NFNPA Staff**: |