Great Hinton Parish Council Expense Claim Form

Folio Number

Claimant: Tekla Hicks

Claim Date 10.11.2025

Item	Total ff.pp	VAT ff.pp	Net ff.pp	Miles at rate per mile £0.45	Travel ff.pp	Stationery ff.pp	Printing ff.pp	Postage ff.pp	Other 1 ff.pp	Salary ff.pp	Date	Description of expense (Receipts to be attached in all cases)
1	315	000	315	7	315	Enter NET excluding VAT values below						
2	4800	000	4800						4800		28.02.2026	8 weeks x £6 WFH to 28.02.2026
3	500	000	000			500					28.02.2026	stationery and printing
4	000	000	000									
5	000	000	000									
6	000	000	000									
7	000	000	000									
8	000	000	000									
9	000	000	000									
10	000	000	000									
11	000	000	000									
12	000	000	000									
13	000	000	000									
14	000	000	000									
15	000	000	000									
Total Claimed	**5615**	**000**	**4800**		**315** Net	**500** Net	**000** Net	**000** Net	**4800** Net	**000** Net		

Checked by

Name:	
Date	

Date	Mileage
19.01.2026	7