



Expense Claim Form

Name:	
Phone No:	
Walk:	
Walk Date:	
Walk Grade:	
Expense Claim (Max £13):	£
Other Expenses:	£
Total Expense Claim:	£

Expense claim forms should be submitted within 14 days of the completion of the walk.

If the walk is linear, leaders may claim the cost of travelling back to the start point, e.g. train/bus/taxi in addition to the main expense claim. Mersey Tunnel and car parking fees may also be claimed where applicable. Please attach receipts.

Expense claim forms should be returned to the Bookings Officer



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