

**NATIONAL FEDERATION OF PLUS  
TRAVEL AND SUBSISTENCE CLAIM FORM**

Date	Destination	Reason for Journey	Event/ Activity  (Must be completed)	Milage Readings			Other Travel		Subsistence	
				Start	Finish	Amount Claimed	Means of Transport	Amount Claimed	Allowance	Amount Claimed
<b>Totals</b>										

I wish to claim £.....•..... in respect to travel and subsistence costs as detailed above. I confirm that these expenses have been necessarily incurred during my work/activities for the National Federation of Plus.

Signed.....Name..... Date.....

Authorised.....(NEC) Paid on.....by.....(Finance Officer)