

SOUTHWARK GROUP OF TENANTS ORGANISATIONS

GENERAL EXPENSES CLAIM FORM

How to Claim:

This claim form covers reimbursement of reasonable out-of-pocket expenses for work carried out on behalf of SGTO by staff or volunteers.

Payments will be made after the expenses has been incurred. Claims for reimbursement must be accompanied by receipts and submitted with completed Expense Claim Form (at the bottom of this page) the exception to this is babysitting or carer's expenses, which should be claimed using the Childcare Expenses Form.

Advances can be given in exceptional circumstances, but at least 3 days notice needs to be given before the money is required. A completed claim form needs to be returned the day after the expenses have been incurred, accompanied by the relevant receipts.

Reimbursement for authorised expenses will be made by cheque and will take approximately 10 days. If cash is required, then the claim form will need to be brought to the SGTO office. If you have any queries on this, please contact Leila Messina at SGTO office.

Expenses Guidelines:

Travel Expenses:

Travel should be made via public transport where possible (buses, underground, Standard class train service) Taxis should only be used by people with disabilities or in exceptional circumstances. If a private car is used, the cost per mile is 31.4 p if the engine is under 1000cc or 33.8p otherwise.

Maximum Subsistence allowances

Breakfast	£5.66
Lunch	£7.82
Evening Meal	£9.95
Overnight Stay	£35.00

Communications expenses:

For telephone expenses incurred, it will be necessary to produce a copy of the itemised telephone bill with the relevant calls highlighted. For postage, receipts for purchase of stamps required.

Baby sitting/Carer expenses:

Please refer to the Childcare expenses form

Any other expenses

Any other expenses need to be decided on a case by case basis.

