



Travel Expenses Guide

Please ensure you look at the second tab of the form before completing your expense claim. For further clarity, see below.

Expense form:

- Make sure the amount you are claiming matches the evidence you are providing, unless the amount you are claiming is less.
- The claimant's name must match the bank details. The expense form is for personal expenses therefore we cannot reimburse a unit, district account etc. If you do need to reimburse a unit or other level's bank account, you can transfer the money following your reimbursement.
- Please ensure you sign the expense form, otherwise we cannot process the claim.

Evidence:

- Please attach or forward any pictures/evidence alongside your expense form.
- Make sure any pictures of the evidence are clear, and the information is legible and includes a date.
- The evidence for public transport must detail the trip undertaken, sometimes a receipt does not show what was purchased/the route. Please provide this evidence.
- A banking app will only show a transaction was made; it does not provide details of your journey, so further evidence is required.
- If claiming for travel made using an oyster card, you can find your journey details on the TFL app, please provide these details.

If you have any issues or questions, please contact may-hem@girlguidinglaser.org.uk before submitting, with the subject 'Expenses advice'.