

Payment Requisition Form

For Resident Travel Expenses



Payment to be made to			
Name:			
Address Line 1:			
Address Line 2:			
Post Code:			
Details of journeys			
Meeting name	Date	Total Mileage	Qualifying Passengers
<i>Your own vehicle and public transport</i>		<i>Your own vehicle only</i>	
<i>E.g. Dover District Tenants Consultative Group</i>	<i>01/01/24</i>	<i>7.5 miles (15 miles inc. return)</i>	<i>1 (5p x 15 = 75p)</i>
If travelling in your own vehicle	For reference: Motorcycle: Miles x 0.24p. Bicycle: Miles x 0.20p. Car or van: Miles x 0.45p. 5p per passenger per mile for carrying fellow tenants in a car or van		
	Total Mileage:		
	Total Passenger Cost:		
	Total Parking Cost (if applicable):		
	Total Cost:		
Travel by public transport		Total cost:	
Declaration: This record is accurate to the best of my knowledge and care has been taken in documentation.		Signed:	

Please also complete the Bank Details Form for Resident Expenses each time you submit an expense.