

Cambridge Hands-On Science Form for Claiming Mileage Allowance

This form is for claiming expenses for the use of private cars on CHaOS business, with the approval of the committee or of the event co-ordinator. It is not for claims related to public transport or hired cars; such claims should be made either using receipts or by filling in an 'expenses without receipts' form. For private cars, to claim 30p per mile, please fill in the following information, and send it to the Junior Treasurer.

- Name

- Address

- Date of car use

- CHaOS event (tour, CBS etc.)

- Registration number of car

- Number of miles travelled on CHaOS business

- Amount claimed (being the above multiplied by 30p)

- Signature, and date of claim

Claim authorized: