

**PRESBYTERY OF ARGYLL**

**ATTENDANCE AT MEETINGS**

**CLAIM FOR REFUND OF EXPENSES in .....**

Claimants Details (Please print in **CAPITALS**)

Title .....

Surname .....

First Name .....

Committee .....

Date & Place of Meeting .....

1) Accommodation ..... £.....  
(please attach receipt)

2) Out-of-pocket expenses ..... £.....  
(attach vouchers, where payable)

3) Travelling Expenses  
(a) Fares (detail) ..... £.....  
(b) Car Mileage (@ 25p per mile) .....miles. £.....  
(c) Parking & Tolls ..... £.....

**Total** £.....

I certify that the above amounts are in accordance with the statutory provisions.

I hereby claim a refund of the actual expenses incurred by me in attending the above meeting.

Date.....Signature.....

**PLEASE ATTACH A BANK GIRO CREDIT FORM (To be found at the back of cheque book) AND SEND TO;**

Mrs Pam Gibson  
Alt Bhan  
Portsonachan  
DALMALLY  
Argyll  
PA33 1BJ