

## NJR EXPENSES CLAIM FORM

Event		Event date	
Reason for claim			

Train / Flight	£	Taxi	£
Parking	£	Hotel	£
Mileage	£	@ £0.56 per mile	
Food	£		
Other (please specify)	£		
Total	£		
Specialist Society representative	Y/N	(please circle) BOA / BHS / BOFAS / BESS / BASK	Total £ (50%)

*Please refer to NJRSC expenses policy 2017 v8 issued July 2018.*

Payee Name			
Payee Address			
Bank Name			
Bank Address			
Sort Code		Account Number	
Payee Reference			

Requested by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return, with original receipts to:  
NJR Centre, Northgate Public Services, Peoplebuilding 2, Maylands Avenue,  
Hemel Hempstead, HP2 4NW