Name

Dance to Health Expenses Claim

Aesop Arts & Society
Wittas House, Two Rivers
Station Lane, Witney
Oxfordshire OX28 4BH
01993 870161
info@ae-sop.org

Claim Date

Claim Number

Please use this format for claim number:
E-Initials, date (DDMMYY)
e.g. E-CS240225
e.g. E-KB010724

Name

Email

Phone

Post code

Please include date of expense, and list in date order. Email with any receipts with your name in image filename.

Description	Quantity	Unit Price	Total price GBP
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		TOTAL GBP	£ 0.00

Account name

Account number

Sort Code

Additional notes

Guidance:

Use a separate line for each expense
Include all expenses in date order; email receipts with your name in the file name for each claim
For any car journey lasting over 30 minutes you may claim 40p per mile to a maximum of £20 per session.
Any expenses with evidence will be reimbursed that month if returned by the 17th of the month, later submissions will be paid the following calendar month
Expenses must be claimed retrospectively, not in advance of attendance to each part of the course
Expenses will only be authorised for people who have signed and returned the Dance to Health contract