



Administrator
 DART
 P O Box 6251
 Newbury
 RG14 9NE
 Tel: 01242 644085

To enable you to claim expenses from DART please complete this form and **return to our administrator** who will approve and arrange payment. Where possible please provide receipts. The Trustees will pay travelling expenses in accordance with their current transport policy which is published on the web site.

Please note that you are responsible for declaring any payment for tax purposes.

NAME _____

ADDRESS _____

E Mail _____

Details of item claimed	AMOUNT CLAIMED

TOTAL CLAIMED	
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Signed Date

Passed for payment Date

21/02/17