

# LDC REPRESENTATIVE TRAVEL EXPENSE CLAIM FORM

Expense claims must be submitted within 28 days of the event.



**LDC Officials' Day 2023**  
**Friday 1 December 2023**  
**LONDON**

Please note that you are responsible for booking your own travel.

**Name**

**LDC**

**Email**  **Tel**

**Date of claim**

**Travel**

*Rail ( Standard Fare/First class permitted if booked in advance and cost equal to or cheaper than on the day standard travel )*

Air Fare

Bus/Tube

Taxi (Outside London)

Parking

Mileage (please complete Section B)

Car-sharing - PASSENGER 1 Name

Car-sharing - PASSENGER 2 Name

Car-sharing - PASSENGER 3 Name


-	@	45p
-	@	5p
-	@	5p
-	@	5p

Claimed
-

**Total Travel**

**Section B**

Date	Odometer Reading		Journey		Total Miles
	Start	End	To	From	
					-
					-
					-
					-

**Accommodation** (Only permitted if travel to the event on the day requires a departure from home before 7am) Max budget of £200 per night applies.

**Subsistence** (where applicable -please refer to expense policy)

**Total to be paid**

-

Please pay me by BACS transfer

Account name:

Account number:  Sort code

I confirm I have attached receipts to support my claim and that these expenses were incurred by me wholly and exclusively in connection with LDC Officials' Day 2023

**Signature**   
*(Claimant)*

**Date**

Please email/post back with receipts to:  
**Peter Hodgkinson, Treasurer, Annual Conference of LDCs**  
[ldc.conference.treasurer@gmail.com](mailto:ldc.conference.treasurer@gmail.com)

Mr Peter Hodgkinson  
 Brookfield  
 Diglake, Tilstock  
 Whitchurch  
 Shropshire  
 SY13 3NP