NOMINET
DRS EXPERT EXPENSES CLAIM FORM

PLEASE COMPLETE AND RETURN (WITH RECEIPTS) TO:
DRS TEAM, NOMINET, MINERVA HOUSE, EDMUND HALLEY RD, OXFORD SCIENCE PARK, OXFORD OX4 4QJ
EMAIL: DRS@NOMINET.ORG.UK

NAME: **DATE:**

BACS: **SORT CODE:**
ACCOUNT NO:
BANK NAME:

OR

ADDRESS
(WHERE CHEQUE SHOULD BE POSTED TO)

DATE	DESCRIPTION	MILEAGE* (IF APPLICABLE)	EXPENSE	VAT** (WITH RECEIPT)	CODE AND DEPT [NOMINET]
					BMA 4510
TOTAL					

* Mileage Rates for Private Car Usage

	First 10,000 Miles	Over 10,000 Miles
All sizes of car	45p	30p

Plus 5p per mile for each passenger making the same business trip (must be employees)
Bicycle allowance 20p per mile/Motorcycle allowance 24p per mile

** VAT is only reclaimable with a VAT receipt
VAT need not be shown separately on mileage or entertainment

SIGNED:

APPROVED:
(office use only)