

## Travel Expenses Claim Form

The Trust will pay reasonable expenses associated with interview attendance. For journeys of 100 miles or less and where there is no reasonable public transport alternative a payment at the rate of 12p per mile will be made. For journeys of over 100 miles a payment equivalent to the best value public transport fare will be made. (This complies with the Trust's green housekeeping policy.)

Where there is no alternative to an overnight stay the Trust can provide advice on suitable bed and breakfast accommodation close to Lower House Farm.

Name: .....

Address: .....

.....

.....

Date of interview: .....

Post applied for: .....

Expences Details	Amount
Vehicle c.c.:	Total

*For Office Use Only:*

COST CENTRE:	
DEPT. NO.:	
BUDGET LINE:	
NOMINAL CODE:	
AUTHORISED:	
DATED:	
NOTES:	

*Return to: LEMUR Project, Herefordshire Nature Trust, Lower House Farm, Ledbury Road, Tupsley, Hereford, HR1 1UT.*

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