



**AIRE VALLEY HOMES LEEDS  
EXPENSES CLAIM FORM**

Please complete the relevant parts of the form, sign, and return to a member of the Customer Involvement Team. Further enquiries please telephone 0113 2141798 or email [avhleeds.cit@avhleeds.org.uk](mailto:avhleeds.cit@avhleeds.org.uk)

Name .....

Address .....

.....

Event ..... Date .....

Venue .....

I confirm that I have incurred the following expenses whilst attending the above event  
(\* please attach receipts where appropriate)

<b><u>Mileage</u></b>		
Car	..... miles @ 40p per mile	£
Motorcycle	..... miles @ 24p per mile	£
Bicycle	..... miles @ 20p per mile	£
Car Parking *		£
<b><u>Carers Allowance</u></b>		
Registered Carer *	..... hours @ ..... per hour	£
Unregistered Carers	..... hours @ £3.40 per hour (carer aged 16-17)	£
	..... hours @ £4.60 per hour (carer aged 18-21)	£
	..... hours @ £5.52 per hour (carer aged over 21)	£
Other expenses * (please describe)		£
	<b>TOTAL AMOUNT OF CLAIM</b>	<b>£</b>

Signed by claimant .....

Approved by (authorising officer) .....

Return to: FREEPOST RRLU-UJBZ-UHKH, Aire Valley Homes Leeds, Navigation House, 8 George Mann Road Leeds LS10 1DJ