

**THE FROEBEL TRUST SETTLEMENT OF EXPENSES**

NAME  
ADDRESS  
TEL/EXT NO

EMAIL

Date/s	Meeting	Air, Bus, Train, Tube		Mileage			Parking	Accommodation & meals	Receipts attached
		From/to	£	From/to	Miles	At 0.45 per mile	£	£	(Tick to confirm)
<b>TOTALS:</b>									
<b>GRAND TOTAL £:</b>									

**\*\* I confirm that these expenses were incurred in support of the work of The Froebel Trust**

Signature of Claimant: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

[Please email this form to Oksana@froebeltrust.org.uk](mailto:Oksana@froebeltrust.org.uk)