

Travel expense reimbursement claim form - support is not dependant on completing any purchase

Organisation		Organisation status	Yes
		Ltd.	
Address		PLC	
		Registered charity	
		Friends and Provident society	
		Other – please specify:	
		Purpose of Visit	Yes
		Early investigation into available vehicles and specifications	
		To finalise a minibus specification	
		Other – please specify:	

Did you know the following services are available from Minibus Options?	Yes	No	More info required
Sale of new bespoke wheelchair accessible minibuses			
Stock wheelchair accessible minibuses for quick delivery			
Short term hire			
Contract hire			
Parts sales service			

Visitors				
Name	Position	Tel.	fax	email address

Have you visited our website? www.minibusoptions.co.uk		Number of minibuses operated	
If so, are there any improvements you would like to see?		Anticipated date of next minibus purchase	
		For how many minibuses	

Conditions
1) We will pay either a) the cost of fuel for one vehicle to make a return journey from its usual base (on the UK mainland) to Whaley Bridge & back. This fuel claim must be reasonable and usually supported by fuel receipts or b) the cost of a second class return rail ticket for up to three persons (limited by the number of persons attending the meeting), from a UK mainland railway station near to your operational base, by a reasonably direct route to Whaley Bridge & back. Used tickets or a British Rail receipt must support the claim 2) The intention to make a claim must be made at the time of making the appointment 3) It will be necessary to complete a form (prior to the visit), which requests information about the persons visiting, their organisation and the purpose of the visit 4) The purpose of the visit must be to investigate the acquisition (purchase, hire, lease) of a vehicle of a type that could be supplied by Minibus Options Ltd., or for some other purpose that is agreed in writing beforehand 5) Eligibility to a successful claim will be entirely at the discretion of Minibus Options Ltd

Travel from _____ Travel to _____ x Standard class tickets @ £_____ each

Number of miles _____ (If driving) Vehicles MPG _____ Total claimed £_____

Form completed by: _____

Position: _____

Date: / /