

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

Organisation	
Address	

Organisation Status	Yes
Ltd	
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:	

Number of Minibuses operated	
Anticipated date of next minibus purchase	
For how many minibuses	

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 (s)	Position	Tel.	Fax	Email Address

Conditions
<ol style="list-style-type: none"> 1. We will Pay either <ol style="list-style-type: none"> 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 standard class return rail ticket for up to two people (limited by the number of persons attending the meeting), from a UK mainland railway station nearest to your operational base, by a reasonably direct route to Whaley Bridge & back. Used tickets or a National 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 the visit), which requests information about the persons visiting, their organisation and 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: / /

Please mail your completed form to Minibus Options, Bingswood industrial estate, Whaley Bridge, High Peak SK23 7LY or alternatively Fax this form to: 01663735352.