

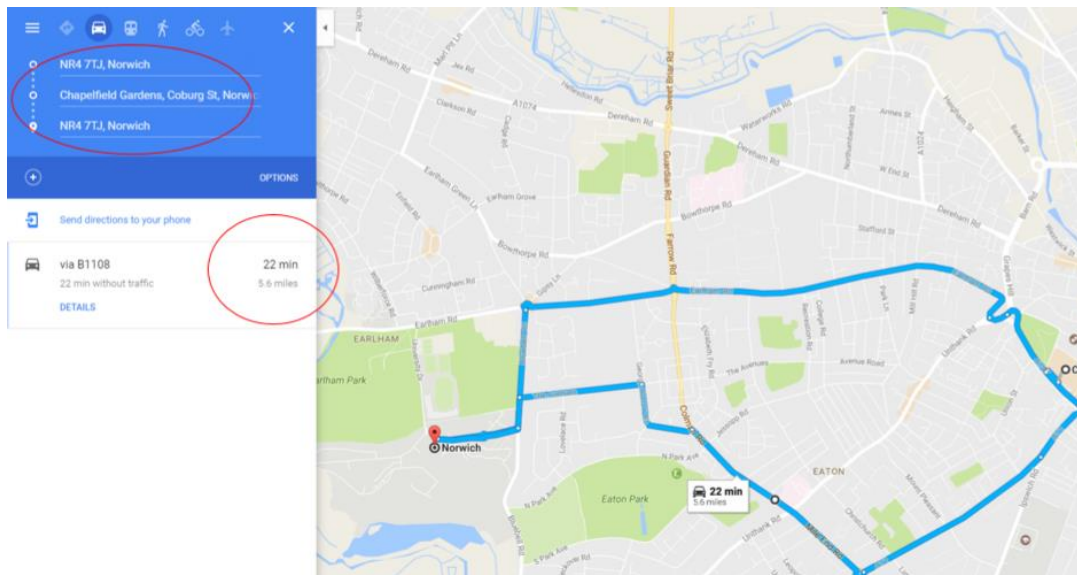
Expense365 App – How to claim for fuel?

If you have driven somewhere for a club or society event, you can claim for fuel **UP TO 45p a mile**. You are allowed to claim for **less**, but not more than this. **This includes minibuses**

- The amount members can claim back is up to the committee, you need to calculate what you are expecting and have agreed with the committee i.e. the committee could decide that they can only afford for members to receive 30p per mile back
 - this should be realistic for the society budget
 - make sure you contact the committee before the trip to ensure you are aware of how much

How do I claim for fuel?

- For this you do not submit a petrol receipt
- Instead, we need a **screenshot of the journey** you are claiming for with the **mileage visible** (see below)



- **Alternatively**, you can take two pictures of your milometer, **one before** and **one after** your journey and submit that as proof of miles travelled. Please put the mileage in the description lines of the app.