



Budget proposal – Committee Meetings and Trainings at Berwick

[To be completed and approved prior to advertising the event]

Event Name:	
Proposed Date:	
Location:	

Description	Mileage	35p/ mile	Total expected to be claimed	Confirmed attendance & mileage claimed post event
<u>Subsistence</u> Mileage –for all those eligible to claim at County level				
Refreshments –tea/coffee/biscuits etc				
Expenditure – admin and resources				
<u>Income any fees paid by attendees</u>				
Submitted by:	Approved by JCC:			
Submitted Date:	Approved Date:			

POST EVENT – for Berwick usage only.

Total No of members using Berwick for the above event: