Volunteer Expenses Claim form

Organisation Name _____

Volunteer name:		**Dates of claim**				**From:**	
Date(s)	Full details of each item (journey, guests, function, visit, purpose, etc).	Telephone £	Stationery, postage etc. £	Travel (excluding mileage) £	Other Expenses Description	Other Expenses Amount £	Total Expenses £
	TOTALS:						

Signature of volunteer:		**Mileage**		
		Car miles claimed	45 p per mile	
Approved by (please ensure receipts & additions etc are checke		Motorcycle miles claimed	24 p per mile	
Name 1:	Name 2:	Bicycle miles claimed	20 p per mile	
Signature 1:	Signature 2:	(This is a two sided form , please enter details of mileage on back of form)	**Claim total (£)**	