

HOME-START WYRE FOREST

VOLUNTEER EXPENSES CLAIM FORM

Name:

Expenses claim for the month of Year:

Mileage paid at the rate of 45p per mile (telephone 4p per minute)

Date	Reason for journey (start and finish points)	Type of Transport	Mileage	Car Parking	Other Costs	Telephone Time
Totals:						

I certify that the foregoing is a correct record of official journeys and that expenditure has been incurred on the items for which expenses are claimed. I certify that I have current motor insurance which permits the use of the vehicle for voluntary work by me and that I hold a current driving licence, a valid MOT certificate and vehicle licence (tax disc).

Date: Amount claimed: Signed:

Payment
Authorised by:..... Date:

Cheque No: Dated: