



Expenses Claim Form

Open with Adobe Acrobat or similar

This paperless form is designed to be completed and, using the Submit button on the next page, sent back to us by email . Please refer to our expenses policy which can be found in the *Volunteer Handbook* and on our website. Any exceptional purchases, as described in the handbook, must be pre-authorised. Expenses will be paid to you by BACS.

MILEAGE – CAR

Date Destination & purpose of journey Miles

MILEAGE – MOTORCYCLE

Date Destination & purpose of journey Miles

Total miles
at 45p per mile

Total miles
at 20p per mile

Continues ▼

