

Volunteer Travel Expenses Form

Name:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Reason for Journey | Itinerary of Journey – starting point & finishing point including places visited en-route | Total Miles |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signed by (Claimant):

Authorised by (Office use):

Mileage will be paid at 56p per mile

Please provide the following bank account details so that we can transfer the payment to your account:

Name on Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sort Code: \_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only:

|  |  |  |
| --- | --- | --- |
| Total Mileage | Amount (£) | Date payment made |
|  |  |  |

**Registered Charity Number 1160922**