

NOTES:

Mileage is calculated at 45p per mile for cars and vans; 24p per mile for motorcycles, 20p per mile for bikes and 5p per passenger per mile. The cheapest bus and rail should be purchased.

If your expenses claim includes car mileage, please tick the box to confirm that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a valid MOT certificate

Signed by Volunteer:.....

Print Name:.....

Date:.....

Approved by Authorising Manager :.....

Date:.....

Approved by Finance Services:.....

Date:.....