



<b>Volunteers Expenses Claims Form</b>
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<b>Name</b>		<b>Address</b>			
<b>Travel Expenses Claim*</b>					
<b>Date</b>	<b>Role title</b>	<b>Location</b>	<b>Mileage</b>	<b>Budget Code</b>	<b>Claim (£)</b>
<b>Sub Total Travel Expenses (£)</b>					
<b>Other Expenses Claim*</b>					
<b>Date</b>	<b>Role title</b>	<b>Expenses details</b>		<b>Budget Code</b>	<b>Claim (£)</b>
<b>Sub Total Other Expenses</b>					
<b>TOTAL EXPENSES CLAIMED (£)</b>					
<b>TOTAL EXPENSES CLAIMED (WORDS)</b>					

(\* Note: Original receipts/tickets/invoices must be attached)

**DECLARATION:** I, the claimant, declare that:

- The travelling expenses claimed here are in connection with official journeys to places indicated on the dates shown and have not been claimed elsewhere
- My current vehicle insurance policy provides cover, as a minimum for full third party insurance including cover against the risk of injury to, or death of, passenger and damage to property, and covers the journeys claimed. I also certify that I hold a current driving licence and MOT certificate (where required by law) for the vehicle used
- I understand that action may be taken against me if I make an incorrect claim. I consent to the disclosure of relevant information on this form for the purpose of fraud prevention, detection and investigation.
- I understand that if I knowingly and dishonestly provide false information this may result in my removal from Volunteering for the Trust for misconduct.

A cheque, BACS or petty cash reimbursement will be made as appropriate in line with Trust Policy.

Claimant's Name .....

Claimant's Signature .....