

Volunteer Expenses Claim Form

This form is to be used to record those expenses you incur while volunteering for which you wish to be reimbursed. The types of expenditure for which we provide reimbursement are:

1. Mileage (rate 45p per mile as at 1 July 2016)
2. Bus fares incurred in volunteering for PAB
3. Other expenses (only if agreed in advance)

| Date | Type of Expense | Amount |
|-------------|------------------------|---------------|
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Total £

It is essential to keep receipts, bus tickets etc. and attach to the form.

These represent an accurate account of my expenses.

Name

Authorised by

Signature

Date