

Volunteer - Mileage & Expenses Claim



Name:	<input type="text"/>	Date:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	Post Code:	<input type="text"/>	

Payment via Bank transfer							
Account Name:	<input type="text"/>						
Sort Code:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>
Account Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>						

Receipt no.	Description of goods or service purchased	Budget holder to complete			Gross £
		Project	XGL	VAT Code	

Expenses claim							£ @ 45p/mile
Date	Reason for Travel	From	To	Budget holder to complete		No. of miles	
				Project	XGL		

Checklist (Enter a Y)		Mileage claim
<input type="checkbox"/>	Have you attached VAT receipts/invoices for the expenses above?	Total Mileage & Expenses claim
<input type="checkbox"/>	I confirm that the expenditure claimed has been expended on behalf of Cumbria Wildlife Trust.	

Signed by claimant:	Date:
<input type="text"/>	<input type="text"/>
Authorised by Budget holder:	Date:
<input type="text"/>	<input type="text"/>