

Volunteer Expenses Form



Riding Establishment:

Payee Details:

Please select either: Pay using existing details

Pay using the details below:

Bank/Building Society Name

Bank Account Name

Bank/Building Society Account Number

Sort Code

Building Society Roll No

Approval Details:

Volunteer Supervisor Name

Approver (if different)

Date	Journey/Purchase Details (Include where from, where to, single/return and purpose of journey) and / or (Include description of and reason for purchase)	Car Travel			Public Transport £	Food & Drink £	Other Expenses £
		Milage	Milage Rate/Mile £	Milage Expense £			

Sub Totals							
		Total					

Payee Declaration:

- I made the journeys/purchases detailed in this claim and the expenses shown were necessarily incurred by me during my voluntary role.
- Prior approval of these expenses has been obtained from my supervisor.
- I used public transport where it was available and practical.
- It is my responsibility to make sure this claim is legible and calculated correctly and that failure to do so may delay payment.

Motor mileage claimants only

- I hold a valid driving licence and I have informed my insurance company that I am using my vehicle during my voluntary role.
- My vehicle has valid tax and MOT (if required)

Signature

Date

Car Reg.