



Expenses claim form

Name _____

Address _____

Postcode _____

Phone _____

Email _____

Volunteer role _____

Mileage

We pay mileage at 45p per mile. You can claim an additional 5p per mile if you provide a lift to another volunteer for all or part of the journey.

Date	Event	Miles (driver)	Driver cost at 45p per mile	Miles (with passenger)	Passenger at 5p per mile

Driver plus passenger

Total mileage claim

Other county expenses

Please attach receipts

Date	Item	Cost
	Train, bus, parking (taxi only when essential, before 8am and after 8pm)	
	Food (Maximum £10 for breakfast or lunch, £18 for dinner. We will not pay for alcohol)	
	Accommodation (only if journey exceeds 5 hours and no more than £90)	
	Stationery, stamps, photocopying, materials etc	

Total expenses

Total claim

Signed _____ Date

Payments will be made by BACS. Please provide your account details.

Account name _____

Account number _____

Sort code _____

Please send this form to Jill Tompkins, 17 Manor Road, Catcott, Bridgwater TA7 9HT
or email to treasurer@girlguidingsomerset.org.uk