

VOLUNTEER'S EXPENSES FORM



Name _____

Address _____

Venue/Village Hall: _____

Date	Reason for journey	Start point	Destination	Car mileage	Claim @ 45p per mile	Taxor 2 nd class rail (receipt/ticket required)	Sub total
							£
							£
							£
						GRAND TOTAL	£ _____.

Declaration

I confirm that the mileage and expenses claimed above have been incurred by me wholly, necessarily and exclusively for the purposes of my volunteer role with Highlights Productions.

Signed Date

As all payments will be made online, directly into your bank account, please provide your bank details.

Bank:Account name

Sort Code: Account number:

Please return this form to: Kath Wood, Highlights, Market Cross Cabin, Brough, Kirkby Stephen, Cumbria, CA17 4AS or email: kath@highlightsnorth.co.uk