Charity V

Name of volunteer:	
Home Address:	
Name of line	
manager	

Date expense incurred	Insert code for category of expense – see "Codes for categories of claimable expenses" below	I

Own Vehicle

The rate you can claim for the tax year <-Own car: <<insert amount>> pence per n Own Motorcycle: <<insert amount>> pence Own Bicycle: <<insert amount>> pence p

Hired Vehicle

You can claim the hire charge inc claim the appropriate "mileage" ra

The rate you can claim for the tax year <-Hired Car: <<insert amount>> pence per Hired Motorcycle: <<insert amount>> pen Hired Bicycle: <<insert amount>> pence

Insert code:	Date of Jour
Own Car (OC),	
Own Motorcycle	
(OM), Own Bicycle	
(OB), Hired Car	
(HC), Hired	
Motorcycle (HM),	
Hired Bicycle (HB)	

laim Form

Amount	Receipt attached (Y/N). Add explanation if not attached

is as follows.

e Items" above, and you can <u>also</u>

is as follows.

	<u>: of</u>	Mileage & Amount Claimed	Purpose of Journey	
·				

If you are able / content to be paid

Name of bank:	
Name on account:	
Sort code:	
Account number:	

I understand that the charity will o confirm that I have read a copy of

I confirm that all details on this for the expenses that I am claiming ir of charity>>. I attach original recei

The total amount of expenses claitotal amount.

Signed		••	-	•				•				•	•				•				•	•			•	•	
--------	--	----	---	---	--	--	--	---	--	--	--	---	---	--	--	--	---	--	--	--	---	---	--	--	---	---	--

Dated

This form, when signed by the vol Secretary/Administrator] [Treasure

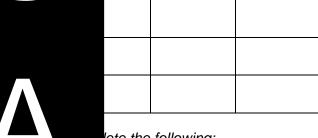
Codes for

Notes: Scope of each of these types of exavailable from the Charity Secretary/Trea

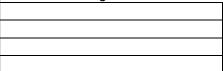
The relevant code for each item claimed category of expense" under "Non-mileage

Description of Expense
Travel Using Own Vehicle:
Travel Using Hired Vehicle:
Road Tolls / Congestion Charges:
Vehicle Parking Fees (Not Fines):
Travel By Bus/Coach:
Travel by Train (Second class):
Travel By Taxi:
Meals, Snacks And Drinks (Other TI
Hotel (Or Other) Overnight Accomm
Phone calls, Internet Charges, Data
Photocopying, Printing:
Purchase/Hire Of Equipment:
Purchase of Stationery or Other Offi
Purchase Of Services/Facilities:
< <add any="" category="" further="" ies="">></add>





lete the following:



with its expenses policy. I Expenses Policy.

actually and necessarily incurred eering activities for <<insert name

. and I apply for payment of that

r)

ted to the [Charity r] [Chair of Trustees]

<u>expenses</u>

eers' Expenses Policy a copy of which is hair of Trustees.

be inserted under "Insert code for gories of expense may be claimed.)

Code
Own Vehicle
Hired Vehicle
Road Charges
Parking
Bus
<u>Train</u>
Taxi
Food/Beverage
Accommodation
Comms/Office
Equipment
Consumables
Services