

HOME-START ASHFORD

VOLUNTEER'S MONTHLY EXPENSE CLAIM FORM



Please complete and returned to
volunteers@home-start-ashford.co.uk
 or the home-start office by the 5th of the
 month

Month/Year	Home Address
Volunteers Name	Email Address

The following expenses have been incurred by me during my work as a Home-Start volunteer. By submitting this form I confirm that I hold a full UK driving licence and my vehicle is insured, taxed, MOT'd and road worthy.

Date	Journey From	Journey To	Purpose of journey	Mileage	Fares	Tel Calls and Other Expenses
						Telephone Calls: Please write time spent on call ----- mins @ 5p per min (landline to landline) ----- mins @ 20p per min (mobile to landline) ----- mins @ 30p per min (landline to mobile) ----- mins @ 40p per min (mobile to mobile) ----- texts @10p each Other Expenses: Please write here.....
TOTALS:						

Office Use Only Authorised: _____ Checked: _____ Date payment made: _____ Cheque/BACS no: _____	----- miles @ 45p per mile: _____ Total fares (include receipts): _____ Total telephone calls: _____ Total other expenses: _____ Total Claim: £ _____
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