**Waveney Volunteer Mileage Expenses Claim Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Membership** **Number** |  |

Please provide details of the expense(s) incurred below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**DD/MM/YYYY | **Walk Recce**(state from home location to start of walk) | **Return****Mileage**  | **Amount (£p) @ 45p/mile** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **TOTAL** |  |  |

Please sign and date below to confirm that the above expenses were incurred wholly, exclusively and necessarily on Group activities which further the Ramblers’ charitable aims.

|  |  |
| --- | --- |
| Signed:   | Date:  |

Please return this form to the Group Treasurer, Mike Jeffery by e-mail at caroljeffery14@gmail.com for online transfer as this our preferred method of payment.

Name of your bank :

Account name :

Account number :

Sort code: :