

VOLUNTEER EXPENSES CLAIM FORM

My details

Title and full name (as on bank account):

Email address:

Account Number:

Sort Code:

Travelling and fares (*please attach receipts where possible)

Date	Details and purpose of expenditure	Miles	Amount

Car mileage may be claimed at the rate of up to 45 pence per mile. Maximum for any one return journey is £50. Please try to use the most economical form of transport. **Please obtain authorisation from your Tearfund volunteer manager for any single item over £30 total expenses.**

Total expenses (please attach receipt)

£

I declare that the mileage and expenses detailed on this form have been incurred as part of my voluntary activity on behalf of Tearfund.

Signed:

Date:

Please return this form to your manager.

For office use only

Approved by:

Date:

Budget code: