

CONFIDENTIAL

VOLUNTEER CENTRE SUTTON – EXPENSES CLAIM FORM

Making a claim.

- 1. Claims must be made monthly. Expenses will be paid by BACS payment
 - 2. If under £5 your claim will be carried forward to the following month
- HOW TO COMPLETE YOUR EXPENSES CLAIM FORM.**
- 1. Fill in name, address and month in **BOX A**.
 - 2. Complete Mileage and Other Expenses box.
 - 3. Transfer totals of claim to **BOX B**. Sign and date where indicated.
 - 4. Return to Volunteer Centre Sutton by hand (Market House, 216-220 High Street, Sutton, Surrey SM1 1NU) or FREEPOST CM2576 Sutton SM1 1NU

BOX A

CLAIM FOR THE MONTH OF

NAME:.....

If claiming for the first time, please let us know your bank name,sort code and account number.

CAR MILEAGE CLAIM

Date	Where did you start from?	Who did you pick up?	Your destination	Number of Miles

OTHER EXPENSES TO BE CLAIMED

(PLEASE ATTACH YOUR RECEIPTS TO THE FORM)

	Amount

BOX B

TOTAL OF MILEAGE CLAIMEDmiles

TOTAL OF OTHER EXPENSES
(please attached receipts)

For office use only

Coordinator Name and Stream: Befriending

Approved by:

Date:

Total claim: