Rushcliffe Ramblers - Volunteer Expenses Claim Form

Date_____________

Name	
Address	
Post Code	
Telephone No.	
Role	

Please provide details of the expense(s) below.

Date (dd/mm/yy)	**Description of expense** (e.g. printing newsletters, recce mileage, etc)	**Amount** (£)
	Total	

Mileage rate 45p per mile   Home printing/copying 12p per sheet
Walk Recces: Travel expenses can be claimed once per recce up to 100 miles. These can include parking charges, if necessary. Note that funds are limited.
Please contact the Group Treasurer if you are unsure what you are able to claim for.

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

Signed: Date:

Please provide receipts to support all expenses claimed, or provide a brief explanation where this is not possible. Thank you.

Please return this form to your Group Treasurer by email:
treasurer@rushcliffieramblers.org

Mar. 2023

Expenses will be reimbursed by bank transfer. Please advise your bank details below: -			
Sort Code	-- --	Account Number	