

Volunteer - Mileage Claim



Name: Date: / /

Address:

Post Code:

Payment method (tick):	Cheque	<input type="checkbox"/>	Bank tfr	<input type="checkbox"/>
Account Name:	To be paid direct to your bank account, complete for your first claim			
Sort Code:	<input type="text"/>			
Account Number:	<input type="text"/>			

Date	Reason for Travel	From	To	Budget holder to complete				No. of miles	£ @ 20p/mile
				GL	CC	Dept	Name of funder / Designated fund		

Mileage claim £ .

Checklist (✓)

I certify that my car is roadworthy and insured for business use.

I confirm that the expenditure claimed has been expended on behalf of Cumbria Wildlife Trust.

Signed by claimant:	Date:
Authorised by Volunteer Organiser:	Date:

Ref: Exp	PIN
P/L a/c code	
Date received:	
Processed (initials):	

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Claimant details

- **Name, Address** and **Date** of claim - complete these in full
- **Payment method** - do you want to be paid by cheque or bank transfer? Select by ticking the relevant box
- If this is your first claim or you have previously been paid by cheque and you wish to be paid by bank transfer, please complete your bank account details
- Greyed out areas are for Cumbria Wildlife Staff to complete

Mileage Claim

- **Date** of travel - write in the format dd/mm/yy
- **Reason for Travel** e.g. Conservation Day - Foulshaw Moss
- **From / To** e.g. Kendal, Foulshaw Moss
- **No. of miles** - enter mileage to one decimal place only
- **£** - mileage is paid at 20p per mile
- Sum the mileage amounts to calculate the total **Mileage Claim**
- Sum the **Expenses Claim & Mileage Claim** to calculate the **Total Mileage & Expenses claim**

To Complete

- **Checklist** - tick
- Sign and forward to the relevant Cumbria Wildlife Trust staff member for authorisation
- The Finance department can not pay without authorisation
- Please claim within one month of event and forward to your Volunteer organiser asap. Older claims will only be paid at the discretion of the budget holder
- Please retain a copy for your records