



Volunteer Travel Expenses

I wish to claim the following travel expenses which were incurred whilst carrying out voluntary work, requested and authorised by Derbyshire Wildlife Trust.

Volunteer's Name:		Supervisor's Name:	
Address:			Postcode:

Method of Travel: own car/van (25p per mile) Public transport (please attach receipts)

Date	Journey Details (to/from)	Project/Activity	No of Miles @ 25p pm (own car)	Amount Claimed £	Car Share <input type="checkbox"/>	Receipt Attached <input type="checkbox"/>	Ledger Code	Cost Centre	Dept Code
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
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					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
TOTALS				£					

NB Please note that staff and volunteer expenses are reimbursed via BACS for speed and efficiency. If you haven't already done so please email the Finance Department at finance@derbyshirewt.co.uk in order to submit your bank details.

Please continue on to an second claim form if necessary and return to: Derbyshire Wildlife Trust, Sandy Hill Park, Main Street, Middleton, Matlock, DE4 4LR or enquiries@derbyshirewt.co.uk

Work Carried out in these months	Claim must be sent in by this date
April, May and June	12 th July
July, August and September	12 th October
October, November and December	12 th January
January, February and March	25 th March (not April)

All claims must be submitted by 25th March to allow time for cheques to be raised before the end of the financial year.

The payment rate is currently 25p/mile. Claims may be restricted to a maximum payment of £70 per month. Please try to claim monthly as there is only a limited budget for volunteer mileage and late claims may not be covered. Claims will therefore be dealt with on a first come first served basis.

Volunteer's Signature:

Staff Authorising Signature:

Date:

Staff Authorising Name:

Date authorised:

Office Use only – Date paid _____

NB Staff and volunteer expenses are reimbursed via BACS for speed and efficiency. If you have never given us your bank details before please fill in the section below so we can pay your travel expenses directly into your bank account or, if you prefer, call us directly at the office on 01773 881188:

Account number:

Sort code: