

Home-Start Exeter and East Devon Volunteer's Monthly Expense Claim Form

This form is to be completed by the volunteer and returned to the Home-Start office each month.
The following expenses were incurred by me during my work as a Home-Start volunteer:

Name:			Address:			Month: Year:	
Date	Journey from	Journey to	Purpose of journey	Mileage Distance travelled in miles	Fares Public transport Receipts must be attached	Tel Calls ¹	Other expenses ²
TOTAL							
NOTES: 1. If you need to make telephone calls in connection with your Family visits, please try and keep them at the cheapest rate 2. Please discuss with the organiser, beforehand if possible, any other miscellaneous expenses. 3. <u>Submit claim by the 5th of the month</u>				Mileagex 0.45 (current mileage rate is 0.45p per mile)		£	
				Fares		£	
				Calls		£	
				Other Expenses		£	
				Total Claim		£.....	
If your claim includes car mileage please complete: - "I certify I hold a full driving license and have adequate insurance cover, the car is roadworthy, taxed and has a current MOT certificate." Signed: _____							
Signed: Date:				FOR OFFICE USE Checked _____ Authorised _____ Payment made on _____ BACS (or cheque number) _____			

Please return to:
Home-Start Exeter & East Devon, 149/151 Beacon Lane, Exeter EX4 8LR
Or email: office@homestartexeter.co.uk