



**VOLUNTEER CORNWALL - VOLUNTEER EXPENSES CLAIM FORM** Folio No: .....

Name: ..... Address: .....

Telephone Number: ..... .....

Date	Reason for Journey / Claim	From	To	Miles	Other Expenses Please Itemise	Budget to be Charged

I certify that the above details and mileages are correct, and that I have insurance cover that allows me to use this vehicle for voluntary duties.

**Total**

**£ . p**

**Cost (No of miles @ 40p per mile)**

.

**Other Expenses**

.

**TOTAL**

.

Signature: ..... Date: .....

**OFFICE USE ONLY**

Approved for Payment: .....