

Volunteer Expenses Form (V1)

Revised July 2012

Name :	Team & location:	Volunteer supervisor/contact:
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Full private address (inc postcode):	Tick box if changed from last claim
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Please circle appropriate role	Volunteer Ranger	Educational Visits	Conservation Volunteer	Moors for the Future Volunteer	Other: please specify
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Please complete the following boxes. **Failure to complete this section may result in your claim being returned.**

Period of claim if monthly.	If quarterly circle which period is applicable. April/May/June July/Aug/Sept Oct/Nov/Dec Jan/Feb/Mar	Exchequer Account Code
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If this is your first claim please complete the following bank details (For all subsequent claims leave this section blank unless details have changed since last claim)

Bank/Building Society name:	Branch:	Sort code: _ _ _ _ _
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Account number:	Account name:	Building Society roll number (if applicable):
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Email address for remittance advice: (Remittance advice will be posted to your private address if you do not provide an email address)	Tick box if changed from last claim
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DECLARATION: I certify that:

- I made the journeys/purchases detailed in this claim and that the expenses shown were necessarily incurred by me during my voluntary role.
- I used public transport where it was available and practical.
- I hold a valid driving licence and I have informed my insurance company that I am using my vehicle during my voluntary role.
- My car has a valid tax disk and MOT (if required).

Signature:	Date:
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(Motor mileage claimants only)

Car registration:

TOTAL OF CLAIM £

Date	Journey details / Purchase details / Activity (MFF Volunteers only) <i>(Include where from, where to and purpose of journey / description of items purchased / activity undertaken (MFF))</i> PLEASE ATTACH RECEIPTS WHERE APPLICABLE						Travel Allowances					Other Expenses (As agreed)	Cost Code (If required)	Attendance Authorised By (Signature and Printed Name)
							Public Transport	Travel Mileage from/to home	Duty Mileage	Total Mileage Claimed	Total Mileage Allowance			
							£	p			£	p	£	p
SUMMARY						Sub Totals £								
Description	Cost Centre	Dept	GL Code	£	p	VAT								
Travel			134004				Journeys Approved Calculations Checked and Entitlement Verified Authorised for Payment							
Other														
			TOTAL £											

Completed claim forms should be sent to: Peak District National Park Authority, Aldern House, Baslow Road, Bakewell, Derbyshire, DE45 1AE.