



Expenses Claim Form

This paperless form is designed to be completed and, using the Submit button on the next page, sent back to us by email. Please refer to our expenses policy which can be found in the *Volunteer Handbook* and on our website. Any exceptional purchases, as described in the handbook, must be pre-authorised. Expenses will be paid to you by BACS.

MILEAGE – CAR

| Date | Destination & purpose of journey | Miles |
|------|----------------------------------|-------|
|------|----------------------------------|-------|

MILEAGE – MOTORCYCLE

| Date | Destination & purpose of journey | Miles |
|------|----------------------------------|-------|
|------|----------------------------------|-------|

**Total miles
at 45p per mile**

**Total miles
at 20p per mile**

Continues ▼



MILEAGE – BICYCLE

Date **Destination & purpose of journey** **Miles**

Total miles
at 10p per mile

PUBLIC TRANSPORT

If possible please attach scans or close-up photos of tickets.
You can do this after using the Submit button on this page.

Date **Destination & purpose of journey** **Fare**

Total

OTHER COSTS

If possible please attach scans or close-up photos of receipts.
You can do this after using the Submit button on this page.

Date **Details** **Cost**

Total

TOTAL AMOUNT CLAIMED

By providing the following information, I declare that this claim is accurate and these costs have been incurred in connection with the work of Peak & Northern Footpaths Society.

Date

Name

Address

Postcode

Bank account no.

Bank sort code

For PNFS use only.

Approved by

On (date)

Approved by

On (date)