

Home-Start South East Dorset



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Expense and Diary Sheets can be downloaded from the Volunteers page of our website

EXPENSES CLAIM FORM

Name: _____ Family Ref: _____

Expense Claim Form for the month of: _____

Date	Reason for Expenses	Public Transport	Mileage	Telephone No. of Minutes Day/Eve/Weekend	Other
TOTALS:					

Amount Claimed: _____ Signed: _____ Date: _____	For Office Use: Collation: _____ Checked & Authorised by: _____ Payment Made On: _____ Cheque No: _____
<p>If your claim includes car mileage please tick: "I certify I hold a full driving licence and have adequate insurance cover, the car is roadworthy, taxed and has a current MOT certificate" <input type="checkbox"/></p>	
<p>Mileage allowance : 40p per mile For a single round trip of more than 30 miles, the allowance is as follows: 40p per mile for the first 30 miles 25p per mile thereafter</p>	

Patrons: Conor Burns MP and Annette Brooke DBE

Registered Charity No: 1109046

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