

# HOME-START STROUD & DURSLEY – VOLUNTEERS EXPENSES FORM

Registered Charity No. 1107019 Company limited by guarantee Registered in England. No. 5282509



Volunteer's Name: ..... Month: .....2011/12... Chq./ Bank transfer/ Donation -

Home-Start Family Surname:.....Town: .....Corgier / Lovegrove/ Kempson (Circle supervisor)

Date	Description of Claim Please give reasons e.g family visit, training etc.	No. of Miles 45p per mile	Parking or Bus Fare (£)	Mobile 25p per min 10p per Text (Please state M or T).	Length of phone call 4.2p per min.	Other Give details e.g postage, photocopying printing	TOTAL AMOUNT (Office Use Only)	
<b>TOTAL</b>								

Payment method: please circle - Cheque / bank transfer/ donation. I would like to receive a receipt Yes / No  
Please submit claim before 10<sup>th</sup> of the month.

My car insurance, MOT and driving licence are current and valid. This is a true and accurate record of my work.

Volunteer Signature: ..... Date: ..... Authorised by: ..... Date: .....

Office Use: SAGE: Chq No..... / Journal OT No. Total this transaction £..... Date of payment: .....