



FRIENDS OF GLENAN WOOD

Volunteer Travel Expenses Claim Form

I wish to claim the following travel expenses which were incurred whilst carrying out voluntary work, requested and authorised by Friends of Glenan Wood. I certify that these expenses have been agreed in advance by supervising staff or board member.

Volunteer Name	
Supervisor Name	

Method of Travel: Own car/van (45p per mile) Public transport (attach receipts)
Bicycle (35p per mile).

DATE	Journey Details To/From	Miles	Project/Activity	Amount Claimed
			TOTAL CLAIMED	

NB: Please note that volunteer expenses are reimbursed via BACS for speed and efficiency. This form will be passed Treasurer Mr Niall MacFarlane at niall.mcfarlane@ntlworld.com.

Account Name:	
Account Number:	
Sort Code:	
Bank Name:	