

Volunteer Travel Expenses

Name Month

Address

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Date of Journey	Mode of Transport	Location + reason	Car share with	No. of miles

Please continue on reverse of sheet as necessary

<p>Amount claimed (45p/mile for solo car journey, 24p/mile motorbike journey, 50p/mile for car sharing with another volunteer, 20p/ mile for push bike).</p> <p>Please note that each journey is limited to 50 miles round trip or the equivalent cost i.e. £22.50 if travelling by public transport.</p>	
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Signed by Volunteer.....

Authorised by.....

Cheque No..... Code.....NC9800-35100.....

The Ridgeway & Thames Path NATIONAL TRAILS

Continuation sheet

Date of Journey	Mode of Transport	Location + reason	Car share with	No. of miles

Notes:

- a) Please send an expenses claim form in every three months (assuming of course that you have anything to claim)
- b) Our financial year ends in at the end of March, so we need to receive all claims for the preceding financial year by the third Friday in March each year. Note that we will not be able to pay any claims that arrive after this deadline.
- c) Please return your expenses forms in the Freepost envelope provided to National Trails Office, Signal Court, Old Station Way, Eynsham, Oxford OX29 4TL. Direct line: 01865 810224
- d) If you would prefer to return your form by email please contact us on ntvolunteers@oxfordshire.gov.uk and we will be happy to provide this form as an MS word document.