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| --- | --- | --- | --- |
| **Full Name** | **Address** | **Telephone** |  |
| **Date** |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Car mileage**  **(if applicable)** | | **Public transport**  **(if applicable)** | |  | |
| **Date of Expense** | **Type of Expense**  **(e.g. Travel, Postage)** | **Description of Event/Activity**  **(Please include start and end postcodes if claiming car mileage)** | **Miles** | **Cost (at £0.45p per mile)** | **Type (train, bus, tube, flight)** | **Cost (£)** | **Total amount** | **Receipt attached? (please tick)** |
|  |  |  |  |  |  |  |  |  |
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| **Total amount being claimed:** | |  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank details (for payment)** | | | |
| Account name |  | Account number |  |
| Sort code |  |  |  |

|  |  |
| --- | --- |
| **Signature** | |
| Volunteer signature |  |
| Date |  |