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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 |  |