



MEMBERS AND VOLUNTEERS EXPENSE CLAIM FORM

Date	Details of expense (stations if public transport / start and end location if driving)	Please list any other attendees included in this claim	Receipt / ticket (please tick to confirm this is included) or Mileage (paid at 45p per mile)	Amount
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			Total claimed:	

2022/23 meal rates: Lunch up to £7.50, Dinner up to £25.00. Please provide receipts. Mileage Rate = 45p per mile.

Declaration: I confirm that the above expenses are correct and were incurred wholly, exclusively and necessarily in the performance of my duties as a Volunteer of the Ramblers.

Claimant's signature: _____ Name (BLOCK LETTERS): _____

For payment by cheque please provide address: _____

For payment by BACS please provide bank details in the correct format below:

Name of bank:	Account holder:	Account number (8 digits):	Sort code (xx - xx - xx):

Forms (which must be signed) and receipts can be scanned and emailed to a member of Ramblers' staff, who will forward this to the Ramblers Finance Team. Please allow up to 4 weeks for reimbursement of your claim.

For internal use only	Amount	N/L code	Theme	Cost centre	Activity	Fund	Authorised by:
	£						