

Volunteer Expenses Claim

Name: _____

Address: _____

Month Ending: _____

Telephone number: _____

- 40p per mile up to a maximum of 20 miles (£8) for car users, or up to £8 for those using public transport, for each round trip (please attach bus ticket/s)
- Up to £2 car parking charges per visit (with receipt)
- Befriending volunteers may claim up to £10 per month for outings and activities (with receipt)
- Group volunteers may claim up to £2.50 per trip for their own refreshments for group outings

Purpose / Dates	To	From	Mileage/Fare

Total Fare/Mileage £ _____

Activities/Outings £ _____

Total Claimed £ _____

Volunteer Signature: _____ Date: _____

Co-ordinator Signature: _____ Date: _____

Please return this form to the Volunteer Co-ordinator at the end of each month together with receipts where appropriate:

Dacorum Well-Being Centre
139 Leighton Buzzard Road
Hemel Hempstead
Hertfordshire
HP1 1HN
Fax: 01442 216 326

Step-Up Learning and Well-Being Centre
501 St Albans Road
Watford
Hertfordshire
WD24 7RZ
Fax: 02084 286 725

SE Herts Well-Being Centre
The Warehouse
14 New Road, Ware,
Hertfordshire
SG12 7BS
Fax: 01920 487 875

Watford Well-Being Centre
501 St Albans Road
Watford
Hertfordshire
WD24 7RZ
Fax: 01923 805 737