

# Volunteer Expense Claim



<b>Your Name</b>	
<b>Your Volunteer Role (if applicable)</b> (eg: Area Footpath Secretary)	
<b>Your address</b> (Where shall we send the cheque?)	

The RA expense policy is to reimburse actual out-of-pocket expenditure.

To claim your expenses, please fill out the table below. Wherever possible, include the relevant receipts.

	Date	Expense details	If claiming for travel, complete the relevant columns here:			Amount	
			From	To	Miles	£	p.
<b>Eg</b>	<b>05/06/05</b>	<b>Attendance at Area Council meeting</b>	<b>Home</b>	<b>Anytown</b>	<b>16</b>	<b>1</b>	<b>32</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>TOTAL</b>							

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to:  
 Ross Capel – Group Treasurer, Ouse Valley Ramblers  
 'The House That Jack Built',  
 10 Cranfield Road,  
 Wotten,  
 MK43 9EB