|  |  |
| --- | --- |
| VOLUNTEER NAME |  |

I certify that these expenses were wholly and exclusively incurred on behalf of the River Stour Trust, and I declare that the vehicle being used is roadworthy as outlined by UK law, has a valid MOT certificate where applicable and is taxed for use on the roads. I confirm that my driving license is valid, in date and appropriate for the vehicle. I hold appropriate vehicle insurance and have notified my insurer where required to do so.

I understand I can choose to gift expenses back to River Stour Trust as a donation.

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| SIGNED |  | DATED |  |

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| **JOURNEY DATE** | **JOURNEY PURPOSE** | **APPROVED BY** |
| **START***First line of address & Postcode* | **DESTINATION***First line of address & Postcode* | **FINISH***First line of address & Postcode* |
| **VEHICLE TYPE**  | **CAR / MOTORBIKE** | Rate per mile:Car 24pMotorbike 12p | **TOTAL MILEAGE** MILES | **JOURNEY CLAIM TOTAL**£  |
| **REGISTRATION** |  |  |  |  |  |  |  |
| Office completion | Approval |  | Sage Ref | Nominal | Dep |

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| --- | --- | --- |
| **JOURNEY DATE** | **JOURNEY PURPOSE** | **APPROVED BY** |
| **START***First line of address & Postcode* | **DESTINATION***First line of address & Postcode* | **FINISH***First line of address & Postcode* |
| **VEHICLE TYPE**  | **CAR / MOTORBIKE** | Rate per mile:Car 24pMotorbike 12p | **TOTAL MILEAGE** MILES | **JOURNEY CLAIM TOTAL**£  |
| **REGISTRATION** |  |  |  |  |  |  |  |
| Office completion | Approval |  | Sage Ref | Nominal | Dep |

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Bank account details required for reimbursement; but only if this is a first claim or details have changed.

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| --- | --- |
| Account Name |  |
| Sort Code |  |  |  |  |  |  | Account Number |  |  |  |  |  |  |  |  |