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| --- | --- |
| 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 24p  Motorbike 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 24p  Motorbike 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 |  |  |  |  |  |  |  |  |