

<b>VOLUNTEER NAME</b>	
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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.

<b>SIGNED</b>		<b>DATED</b>	
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<b>JOURNEY DATE</b>	<b>JOURNEY PURPOSE</b>						<b>APPROVED BY</b>		
<b>START</b> <i>First line of address &amp; Postcode</i>			<b>DESTINATION</b> <i>First line of address &amp; Postcode</i>			<b>FINISH</b> <i>First line of address &amp; Postcode</i>			
<b>VEHICLE TYPE</b>	<b>CAR / MOTORBIKE</b>						Rate per mile: Car 24p Motorbike 12p	<b>TOTAL MILEAGE</b>	<b>JOURNEY CLAIM TOTAL</b>
<b>REGISTRATION</b>								..... MILES	£ .....
Office completion	Approval	Sage Ref			Nominal		Dep		

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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 |  |  |  |  |  |  |  |  |