RST VOLUNTEER MILEAGE CLAIM

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.

SIGNED		DATED	

JOURNEY DATE	**JOURNEY PURPOSE**	**APPROVED BY**

START	**DESTINATION**	**FINISH**
First line of address & Postcode	*First line of address & Postcode*	*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

**Optional* I am donating some / all of this expense to River Stour Trust*	Donation £

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