

# OCEAN CONSERVATION TRUST

## EXPENSES CLAIM FORM - VOLUNTEERS



**Expenses will be reimbursed on the basis of costs incurred**

Payment will be made on receipt of the completed claim, with bills, tickets, travel vouchers etc. attached. Reimbursement will not be made without sufficient supporting documents.

**Bank details**

Full name:	
Account number:	
Sort Code:	

**Car mileage** rates are in accordance with HMRC guidelines.

**Own car users**, reclaim mileage as follows:

	Up to 10,000 miles	Over 10,000 miles
Car	£0.45	£0.25
Motorcycle	£0.24	£0.24
Bicycle	£0.20	£0.20

When using own vehicle for business purposes you must ensure you have sufficient insurance for business travel. Mileage claims should state start and end of journey including post codes.

Name:	Nominal Code	Dept Code	Date:		
			£ Net	£ Vat	£ Gross
<b>TOTAL</b>					
<b>Claimed by (Signature):</b>			<b>Date:</b>		
<b>Authorised by:</b>			<b>Date Paid:</b>		