Volunteer expenses form

Name:	
Area/Group:	
Role:	

Please provide details of the expense(s) incurred below.

Date (dd/mm/yy)	**Description of expense** (e.g. printing newsletters, travel to meeting etc)	**Amount** (£)
	Total	

N.B. Expense policies and rates are set locally for each Area/Group. Please contact a member of your committee if you are unsure what you are able to claim for.

Please sign below to confirm that the above expenses were incurred wholly, exclusively and necessarily on Area/Group activities which further the Ramblers' charitable aims.

Please provide receipts to support all expenses claimed, or provide a brief explanation where this is not possible and return this form to your Group/Area Treasurer.

Signed: Date:

Address: