Ongo Homes TRAVEL CLAIM FORM – VOLUNTEERS

### Total #### Total ###################################		Details of journey	Purpose of visit	Number of passengers	Mileage with passenger	Mileage without passenger	Total mileag claime
Description of the time of the							
45p per mile for all vehicles 5p per mile for passenger/s (NOTE: only include this extra mileage, from the time & locking up your passenger) DDITIONAL EXPENSES Date Purpose of visit Bus Taxi Fares Car Total parking expenses tickets claimed Fares Total mileage Total expenses GRAND TOTAL The particulars above are correct, and certify that I have paid the fares and expenses:							
Step per mile for all vehicles							
D45p per mile for all vehicles D5p per mile for passenger/s (NOTE: only include this extra mileage, from the time & localicking up your passenger) DDITIONAL EXPENSES Date Purpose of visit Bus Taxi Fares Car Total parking expenses tickets claimed Fares tickets claimed Total mileage Total expenses GRAND TOTAL The particulars above are correct, and certify that I have paid the fares and expenses:						Total	
Total expenses GRAND TOTAL he particulars above are correct, and certify that I have paid the fares and expenses:			Bus	Taxi Fares	Car	Total	
Total expenses GRAND TOTAL he particulars above are correct, and certify that I have paid the fares and expenses:			Fares			expenses	
Total expenses GRAND TOTAL he particulars above are correct, and certify that I have paid the fares and expenses:			Fares			expenses	
he particulars above are correct, and certify that I have paid the fares and expenses:			Fares		tickets	expenses claimed	
			Fares		Total mileag	expenses claimed ge ses	
olunteer: Date:			Fares		Total mileag	expenses claimed ge ses	
	he parti	culars above are correct		nat I have paid	Total milead Total expen	expenses claimed ge ses	
Signed/checked by staff member	·		, and certify th	•	Total milead Total expen GRAND TO	expenses claimed ge ses	