Ongo Homes
TRAVEL CLAIM FORM – VOLUNTEERS

Name: …… Month & year:……Service Area: …….

Date	Details of journey	Purpose of visit	Number of passengers	Mileage with passenger	Mileage without passenger	Total mileage claimed
					Total	

@45p per mile for all vehicles

@5p per mile for passenger/s (NOTE: only include this extra mileage, from the time & location of picking up your passenger)

ADDITIONAL EXPENSES

Date	Purpose of visit	Bus Fares	Taxi Fares	Car parking tickets	Total expenses claimed

Total mileage	
Total expenses	
GRAND TOTAL	

The particulars above are correct, and certify that I have paid the fares and expenses:

Volunteer: _____ Date: _____

Signed/checked by staff member _____

Cost code					Budget code						