

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	

@55p 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)

For additional expenses complete details below: **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** _____

Internal Use only

Cost code					Budget code						
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