

Herts Mind Network
 Dacorum Resource Centre
 139 Leighton Buzzard Road
 Hemel Hempstead
 Herts
 HP1 1HN

08444 772212



www.hertsmindnetwork.org
 Ware Resource Centre
 The Warehouse
 14 New Road
 Ware
 Herts
 SG12 7BS

VOLUNTEER EXPENSES CLAIM FORM

Please return this form to the Volunteer or Befriending Co-ordinators at the end of each month together with receipts where appropriate.

Name: _____

Address: _____

Month Ending: _____

Telephone number: _____

- 40p per mile up to a maximum of 20 miles (£8) for car users, or up to £8 for those using public transport, for each round trip (please attach bus ticket/s)
- Up to £2 car parking charges per visit (with receipt)
- Befriending volunteers may claim up to £10 per month for outings and activities (with receipt)
- Group volunteers may claim up to £2.50 per trip for their own refreshments for group outings

Purpose / Dates	To	From	Mileage/Fare

Total Fare/Mileage £ _____

Activities/Outings £ _____

Total Claimed £ _____

Volunteer Signature: _____ Date: _____

Co-ordinator Signature: _____ Date: _____