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**TANDEM TREKKERS VOLUNTEER EXPENSES**

Please fill out the details below and hand back or sign, scan and email to our Treasurer, Andrew Mann:

[andrewmann412@hotmail.com](mailto:andrewmann412@hotmail.com)

**Name:**

**MILEAGE – TRIP 01**

**DATE:**

**DESTINATION:**

**MILES TRAVELLED:**

**AMOUNT CLAIMED (£0.45 per mile):**

**MILEAGE – TRIP 02**

**DATE:**

**DESTINATION:**

**MILES TRAVELLED:**

**AMOUNT CLAIMED (£0.45 per mile):**

**MISCELLANEOUS – EXPENSE 01**

**DATE:**

**DETAILS:**

**RECEIPT ATTACHED YES/NO:**

**AMOUNT CLAIMED:**

**MISCELLANEOUS – EXPENSE 02**

**DATE:**

**DETAILS:**

**RECEIPT ATTACHED YES/NO:**

**AMOUNT CLAIMED:**

**TOTAL AMOUNT OF CLAIM (MILEAGE & MISCELLANEOUS)**

I certify that the above is a true and accurate record of expenses incurred whilst acting as a member of Tandem Trekkers. Please effect reimbursement to the bank details given below:

**SIGNED**:

**DATE:**

**PAYEE:**

**BANK SORT CODE:**

**ACCOUNT NO:**

**TT USE ONLY:**

|  |  |  |
| --- | --- | --- |
| **Authorised** | **Counter-signature** | **Date** |
| **Treasurer/Chair/Vice-Chair** |  |  |
| **Treasurer/Chair/Vice-Chair** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Claim received date** | **Reimbursement date** | **Opt-01** | **Opt-02** | **Opt-03** |

TT EXP- 02/19Tandem Trekkers is a Registered Charity (1175326) htttp://tandemtrekkers.org.uk