GHT Volunteer Expenses Form

We refund out of pocket expenses for travel undertaken, as part of your volunteering. Please attach bus/train tickets and receipts, as appropriate. Local mileage is reimbursed at 30p per mile. We will also reimburse you for the cost of lunch (up to £4), if you are volunteering for a full day (please attach receipts). Expenses incurred as part of Community Support volunteering (e.g. coffees etc), should be agreed with a member of staff first.

If you have a bank account, we will pay your expenses directly into your account – normally on the first Monday of the month. If you have not done so before, please fill in your bank details below. Otherwise, we can reimburse in cash at our office.

Name	
Address **Postcode**	

Date	**Reason for Expense**	**Mileage**	**Travel**	**Other**
	Subtotals			
			Total Claim	

Authorised by		**Date**	

Please complete the following (bank address not needed)	
Name on account	
Sort Code	**Account Number**

George House Trust, 77 Ardwick Green North, Manchester, M12 6FX
Tel: 0161 274 4499, Fax: 0161 274 3355
Registered Charity 700364

Office use only
Received:
Authorised:
Date Paid:
Payment Method: