

# Ingatestone and Blackmore Riding Club -Volunteer Expense Claim

Please ensure all details are correct and your claim has been authorised before it is submitted for payment

**Name**   
**Role**

**Claim Date**

DATE	BUSINESS MILEAGE <small>Please give brief details and the purpose of your journey</small>	DUTY MILES

	RATE	TOTAL £'s
Enter TOTAL MILES and £ in relevant category:		
* Private vehicles (<= 10,000 miles pa)	0.30	-
Private vehicles (> 10,000 miles pa)	0.30	-
Towing	0.30	-
<b>TOTAL MILEAGE £'s</b>	-	-

DATE	OTHER EXPENSES <small>All claims must be supported by a receipt.</small>	

<b>Authorised by:</b> ..... <b>Name:</b> ..... <b>Role:</b> ..... <b>Signature:</b> .....	TOTAL OTHER EXPENSES £'s <input style="width: 50px;" type="text"/> <b>TOTAL EXPENSE CLAIM £'s</b> <input style="width: 50px;" type="text"/>
<b>Claimant Signature:</b> .....	

**Please choose method of payment (delete as appropriate) and complete relevant details below:**      **BACS or CHEQUE**

<b>Payment by:</b> <b>BACS</b> <b>Bank Details (If not previously supplied or have changed):</b> Name of Bank/Building Society: ..... Name on Account: ..... Sort Code: ..... Account Number: ..... Email Address (for confirmation) .....	<b>CHEQUE</b> <b>Full Postal Address (alternatively enclose a SAE):</b> ..... ..... ..... <b>Post code:</b> .....
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**Please submit your authorised expense claim and relevant receipts either via post or email to:**

Name: _____ Role: _____ Email: _____	Address: _____ _____ _____
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