



**Volunteer Expenses Claim**

Name: \_\_\_\_\_

Vehicle Reg: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Co: \_\_\_\_\_

\_\_\_\_\_

Date	Clients Name	From	To	Purpose	Total	Amount Claimed		Donation	
					Miles	£	P	£	P
				<b>Total</b>					

**CERTIFICATION: I CERTIFY THAT:**

1. The journeys set out on this claim were necessary to enable me to perform my duties as a Volunteer and were so arranged that a minimum of expense were incurred.
2. All premiums due to date on this policy with the company have been paid and it remains in force. The policy covers me for the use of the car detailed above for volunteering purposes and indemnifies Volunteer Centre Derbyshire Dales against third party claims.
3. I am in possession of a valid MOT certificate for the above vehicle if applicable.
4. The statements made in this claim are correct and I have actually incurred expenditure claimed.

**OFFICIAL USE ONLY**

Approved (Volunteer Co-ordinator)

NAME: \_\_\_\_\_

TOTAL: \_\_\_\_\_

SIGNED: \_\_\_\_\_