

### TAX VOLUNTEERS EXPENSE CLAIM FORM

This form to be used when claiming authorised expenses.  
 Where appropriate, all expenses claimed to be accompanied by receipts or invoices

Period of claim:	From:	To:	
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**Mileage claims**

Date	From (postcode)	To (postcode)	Case no.	Details	Miles	£
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
Total mileage claims					0	0.00

**Incidental expenses**

Date	Code	Case no.	Details	

**TOTAL EXPENSES CLAIMED** 0.00

I certify that the expenses detailed above were wholly and necessarily incurred whilst engaged on business for Tax Volunteers.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Codes: Rail & tube fares - **R**      Taxi or bus fares - **T**      Meals - **M**      Postage - **P**  
 Car parking - **C**      Accommodation - **A**      Incidentals - **I**  
 [Mileage is re-imbursed at 45 pence per mile]