SECAM Care

VOLUNTEER EXPENSE CLAIM FORM

Please claim for out-of-pocket expenses using this form eg phonecalls, mileage and occasionally parking (do use the yellow card for free parking where possible). It is important that you do so to reflect the true cost of running the Scheme.

All mileage claims should be accurately detailed (eg 12 miles - name of your road, client's road, St Peter's Hospital and return). Some standard distances are included overleaf put please check your own mileage starting from your home as this is more accurate.

Please attach receipts for parking or non-standard expenses and submit claims at the end of every quarter, that is at the end of March, June, September and December to allow us to monitor the budget accurately.

Submit your completed claim to the Treasurer at the next SECAM Care coffee morning or other event (see website or newsletter for dates). If you are unable to attend any events you can drop off your claims with any client donations to -
Mary Painter, 20 Orchard Drive, Horsell, Woking GU21 4BN.

Current rates are as follows: Mileage – 40p per mile Phone calls – 5p per local call

Name: (Please print) .....
Address:

Months claimed for: .....

Date	Description of Expense	£	
	TOTAL		

Treasurer's Signature: ..... Date Paid: .....

SECAM Care