

Home-Start South East Dorset



Support and friendship
for families

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Expense and Diary Sheets can be downloaded from the Volunteers page of our website

EXPENSES CLAIM FORM

Name: _____ Family Ref: _____

Expense Claim Form for the month of: _____

Date	Reason for Expenses	Public Transport	Mileage	Telephone No. of Minutes Day/Eve/Weekend	Other
TOTALS:					

<p>Amount Claimed: _____</p> <p>If your claim includes car mileage please complete: "I certify I hold a full driving licence and have adequate insurance cover, the car is roadworthy, taxed and has a current MOT certificate"</p> <p>Signed: _____</p> <p>Date: _____</p> <p>Mileage allowance : 40p per mile For a single round trip of more than 30 miles, the allowance is as follows: 40p per mile for the first 30 miles 25p per mile thereafter</p>	<p><i>For Office Use:</i></p> <p>Checked: _____</p> <p>Authorised: _____</p> <p>Payment Made On: _____</p> <p>Cheque No: _____</p>
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Patrons: Annette Brooke MP, Conor Burns MP

Registered Charity No: 1109046

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