

VOLUNTEER NAME	
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I certify that these expenses were wholly and exclusively incurred on behalf of the River Stour Trust, and I declare that the vehicle being used is roadworthy as outlined by UK law, has a valid MOT certificate where applicable and is taxed for use on the roads. I confirm that my driving license is valid, in date and appropriate for the vehicle. I hold appropriate vehicle insurance and have notified my insurer where required to do so.

I understand I can choose to gift expenses back to River Stour Trust as a donation.

SIGNED	DATED
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JOURNEY DATE				VOLUNTARY DUTY			
START First line of address & Postcode		DESTINATION First line of address & Postcode		FINISH First line of address & Postcode			
VEHICLE TYPE	CAR / MOTORBIKE	Rate per mile: Car 30p Motorbike 30p	TOTAL MILEAGE LESS THE FIRST 25 MILES	JOURNEY CLAIM TOTAL			
			MILES	£			
REGISTRATION							
Office completion	Approval		Sage Ref	Nominal	Dep		
Optional I am donating some / all of this expense to River Stour Trust				Donation £			

JOURNEY DATE		JOURNEY PURPOSE				APPROVED BY	
START First line of address & Postcode		DESTINATION First line of address & Postcode		FINISH First line of address & Postcode			
VEHICLE TYPE	CAR / MOTORBIKE	Rate per mile: Car 55p Motorbike 25p	TOTAL MILEAGE	JOURNEY CLAIM TOTAL			
			MILES	£			
REGISTRATION							
Office completion	Approval		Sage Ref	Nominal	Dep		
Optional I am donating some / all of this expense to River Stour Trust						Donation £	

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Bank account details required for reimbursement; but only if this is a first claim or details have changed.

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| <b>Account Name</b> |  |  |  |  |  |  |                       |  |  |  |  |  |  |  |  |
|                     |  |  |  |  |  |  |                       |  |  |  |  |  |  |  |  |
| <b>Sort Code</b>    |  |  |  |  |  |  | <b>Account Number</b> |  |  |  |  |  |  |  |  |