Butterfly Conservation Branch - Volunteer expenses claim form

Name (capitals) | Branch **Cambridge & Essex**

Mileage in own car (paid at 23p/mile) or cycle (paid at 10p/mile) / Public transport fare (please attach tickets)

Date	Journey (To / From)	Purpose of journey/other purchases details	No. of miles by car @23p	No. of miles by cycle @ 10p	Bus, ferry or train fare	Other costs (with receipts)
		Total miles travelled:				
		Amount claimed Sub-totals:				
		Grand Total (A+B+C+D)				

I certify these expenses were wholly and necessarily incurred on behalf of Butterfly Conservation

……

Signed **Date**

Approved for payment (committee use)

……

Signed Date

New Volunteers only

If this is your first claim please give your address:

Please return forms to:

A A E Moverley
43 Thorley Park Road
Bishop's Stortford
Herts CM23 3NG