HOME FROM HOSPITAL
One Northern Devon

onenortherndevon

VOLUNTEER EXPENSES CLAIM FORM

Volunteer Name	
Address	
One Community registered with	
Community Developer name	
Person visited	

All our expenses are paid by BACS, please complete your bank details below.

Bank name	
Name on account	
Sort code	
Account number	

Date of expense	Details of expense	Amount	Receipt attached or explanation if no receipt
	Total:		

Community Developer signature:

Date:

Volunteer Signature:

Date:

One Northern Devon will meet all reasonable expenses incurred by claimants in carrying out their duties. Please give a brief summary of why each expense has been incurred, give details of all journeys and attach corresponding receipts. Expenses claimed without receipts will be honoured at One Northern Devon's discretion, and may be declined. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile. Your assistance in keeping One Northern Devon's costs as low as possible is greatly appreciated