



Expenses Claim Form

Name:	Date:
Month of claim:	
Please tick: I am a member of staff <input type="checkbox"/> I am a volunteer <input type="checkbox"/>	

Travel Expenses:

Date:	Details of journey:	Miles:	Mileage claimed at 40p:	Total:	Fares (£):	Project:

I confirm that I have a full, clean driving license and that my car is taxed, insured and has a current MOT.

Signed:..... Date.....

Other Expenses:

Date:	Item:	Reason for expense:	Cost (£):	Project:

I have incurred the total amount of expenses £..... as a Mind Volunteer/member of staff.

Signed..... Date.....

Claim forms need to be submitted to the Finance Manager by the 15th of the following month from the date which the claim is made. All receipts must be attached to this form.

For office use only:	
Approved by Line Manager:	
Approved by Director:	