



## TRAVEL CLAIM FORM

Volunteer's Name:

Cheque to be made payable to:

Address:

This claim is from (date):

to (date)

Date	Journey From-To	Reason for Visit	Miles	Cost or 40p/mile	Running Total

I,(supervisor's name).....,agree that to the best of my knowledge the volunteer has paid out the above expenses in the course of his/her volunteering, and this has not been claimed from my organisation.

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

Please attach travel tickets, receipts etc to this form and pass to the co-ordinator or member of the Aylesbury Youth Action staff. Cheques will be sent to the payee address above within 10 days of the AYA team receiving the claim. A copy of the claim will be made available to the signatory above.

**Reimbursement will be made at the lowest rate for the journey possible.**