

VOLUNTEER EXPENSE FORM

Please check expenses are valid and provide receipts for all claims. The STN expenses policy can be found on the Volunteer page of our website www.sheffielddtalkingnews.org.uk/volunteer.

Completed forms can be emailed to stn_treasurer@sheffielddtalkingnews.org.uk.



By submitting a form, the claimant certifies that the contents are accurate and the claim is justified.

NAME				DATE	
EMAIL ADDRESS				PHONE	
TYPE OF CLAIM	BRIEF DETAILS				AMOUNT
MEAL after 4 hrs:					
POSTAGE:					
STATIONERY:					
EQUIPMENT:					
TRAVEL (FARES):	From:		To:		
	From:		To:		
	From:		To:		
	From:		To:		
TRAVEL (MILAGE):	From:		To:		
	Miles		Rate:		
	:				
OTHER EXPENSES: (Please give details)					
ADDITIONAL DETAILS TO SUPPORT CLAIM					
SIGNATURE (or sending the form from a known email address will suffice)					TOTAL CLAIM
ACCOUNT INFORMATION					
Payments under £25 can be paid by cash, over £25 by bank transfer or cheque. If payment by bank transfer is required you may give your bank details below, or you may prefer to contact the treasurer directly.					
ACCOUNT NAME		SORT CODE		ACCOUNT NUMBER	

>>> PLEASE REMEMBER TO ATTACH RECEIPTS <<<