



Volunteer Expenses Claim Form

Your Name		
Your Local Community Officer		
Telephone Number		
Email Address		
Bank Details <small>(if not previously supplied)</small>	Account Number: Sort Code: Account Name:	
Expense Details	Please list expenses and attach receipts	
Date	Details & purpose of claim <small>(if mileage please provide start/end and all locations visited)</small>	Amount £
Total		£

I certify that:

- i) The particulars given in this claim are correct and that the expenses claimed were actually and necessarily incurred by me in the course of volunteering for The Churches Conservation Trust.
- ii) No other claim has been or will be made in respect of items included in this claim.

Signature

Date

Please email your completed form directly to finance@thecct.org.uk. The finance team will process your claim and will send them to your Local Community Officer for review and authorisation.