



# RADLEY GOOD NEIGHBOURS

## Expenses Claim Form for Volunteer Drivers

The Radley Good Neighbour scheme is free to the user and free to take part in as a volunteer. There should be no cost to either users or volunteers. Where possible, we try to avoid incurring cost; however, if you find yourself out of pocket for volunteering you can claim back your expenses. We will endeavour to refund expenses within 14 days of receipt of this claim form. Mileage will be paid to drivers at HMRC rates (<http://www.hmrc.gov.uk/rates/travel.htm>), currently 45p/mile.

Scheme users may make a donation to Radley Good Neighbours if they choose to but this is not expected nor should it be requested. Volunteer Drivers must issue a receipt for any donations received and the money must be passed to the Duty Coordinator who will record the donation.

Driver's Name .....

Date Submitted .....

Driver's address: .....

DAY	DATE	CLIENT'S NAME	FROM	TO	MILES	Total claimed @ 45p/mile	Parking expenses	Amount paid, date and initials of co-ordinator

Please return this completed form to: Iain Winton, Treasurer, Radley Good Neighbours, 3 Covent Close, Abingdon OX14 2RG