

Volunteer mileage record

This form is for use by volunteers to record mileage (travel) incurred whilst using a car or bicycle in the course of their volunteer work. To claim expenses for this mileage please transfer this information to **Volunteer expenses claim form- 7.5 (b)** and submit to your supervisor.

Volunteer Name:	
Car Registration:	
Model:	

Car mileage

Date	From (town)	To (town)	Total length of journey (miles)	Total claim @ 40p per mile
Total				£

Bicycle mileage

Date	From (town)	To (town)	Total length of journey (miles)	Total claim @ 12p per mile
Total				£