



NORTH YORK MOORS NATIONAL PARK AUTHORITY

Volunteer Claim for Travelling Expenses

Name
Address

Months

Maximum of 80 miles for home to task return per day

I certify that the journeys below were undertaken by me on behalf of the North York Moors National Park and have not been claimed elsewhere.

Signed: _____ Date: _____

Travelling expenses by car or bike					
Date	Group	Location	Miles on own	Car share	Bike miles
Totals					

Travelling expenses by public transport (please attach ticket)*			
Date	From	To	Fare
Total			

Uniform Reimbursement# (Please attach receipt)*		
Date	Uniform items	Cost
	Starter bundle (Polo, Fleece, Hat) - £48.95	
Total		

For Office Use Only	
Miles claimed at 30p per mile = £	_____
Miles claimed at 45p per mile = £	_____
Miles claimed at 15p per mile (bike) = £	_____
Public Transport Costs = £	_____
Total	£ _____

*please attach ticket or receipt

#Starter bundle only reimbursed

Finance					
Invoice Ref		Invoice Total		Pay Date	
				Date Posted	

EXP CODE	COST CENTRE	AMOUNT £ p	ORDER ORIG	ORIG INITIALS	INVOICE AUTH(S)	AUTH(S) INITIALS
4660	H 641	:				
Description						
	H	:				
Description						
	H	:				

13JCL550VF

Description					
-------------	--	--	--	--	--