



## West Horsley Wheel of Care VOLUNTEER EXPENSE/MILEAGE FORM

If you wish to claim expenses, please complete this form and hand it to Wills and Smerdon, 6 Station Road, East Horsley. It would be appreciated if this could be done every 2 months.

Many of us now have free inclusive local calls included in our telephone contracts. Should this not be the case for you, then calls at the rate of 17p per call may be claimed through expenses. Mileage may be claimed at the recommended HMRC rate of 45p per mile. Additional copies of this form are available from Julia Reardon Smith, West Horsley Wheel of Care Secretary (01483 281264, jreardonsmith@yahoo.co.uk).

Name: .....

Address: .....

..... Postcode: .....

Tel (day): ..... Tel (mob): .....

DATE & JOB NUMBER	DESCRIPTION/MILEAGE	AMOUNT CLAIMED (£)
	<b>TOTAL</b>	

Volunteer's signature: ..... Date: .....

Treasurer's signature: ..... Date: .....