



OPAL Services Volunteer Travel Expense Form



Name:	OPAL Club / Service: If claim is for more than one service, indicate on each line below
Email address (if confirmation of payment is required) :	

Date	Journey From (including postcode)	Journey To (including postcode)	Purpose	Total Miles Claimed	Car Park	Service
Please use continuation sheet if required			Total miles claimed			

General

- Mileage is to be claimed at the OPAL Services rate of 55p per mile for journeys undertaken on behalf of OPAL Services.
- Receipts/tickets are to be attached for car parking claims.
- Claims must be submitted no later than 2 months from the last date of travel.
- Claims must include bank details and payment will only be made to the person named on the claim
- All Claims will be paid by BACS unless otherwise agreed.

Volunteers

- Mileage claimed should be from leaving home to returning home, providing all included journeys are on OPAL business
- Claim forms submitted by volunteers working for an OPAL Service must be authorised by an Organiser
- Claim forms submitted by trustee's or club treasurers must be authorised by OPAL's treasurer
- Claim forms submitted by OPAL's treasurer must be authorised by OPAL's Chair of the board.

Account name	
Sort Code	
Account number	
Bank	

Total no of miles claimed	
Cost of miles @55p per mile	£ :
Car park cost	£ :
Total amount claimed	£ :

Should you wish to donate your expenses to OPAL Services, please complete details below.

Many thanks OPAL Services

I (name) confirm that I am a volunteer of OPAL services and wish to donate the travel expenses I have incurred whilst on OPAL business.

CLAIMANTS Signature: _____ Date: _____

Claimants Signature:

Claim approved by

Date:

Date: