VOLUNTEER EXPENSES CLAIM

subsistence expenses

- Breakfast / morning snack to a maximum of £2.50
- Lunch to a maximum of £5.00
- Dinner to a maximum of £5.00

Overnight expenses at cost

Mileage at the HMRC rate of 45p/mile plus 5p per passenger

Date	item	cost
	Total	

Name _____

Authorised by (trustee) _____ Date _____