**Expenses for larger events**



**Claimed by:** **…………………………………..**

**Position: Controller/ Planner/ Equipment Officer/Organiser**

*For the club to claim gift aid we need to pay you 45p per mile and we prefer you to make a voluntary donation of 15p per mile. To meet the legislation we need to show these as two transactions: the club paying you expenses and you making a cash/bank transfer donation. You can do these at the same time. If you prefer not to claim any mileage the club can full gift if you claim and donate.*

**No Item (please attach receipts) Purpose no. £ per mile Amount**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 |  |       |  | 0.45 |  |
| 2 |  |       |  | 0.45 |  |
| 3 |  |       |  | 0.45 |  |
| 4 | Non club member mileage |       |  | 0.30 |  |
| 5 |  |       |  |  |  |
| 6 |       |       |       |       |  |
| 7 |       |       |       |       |  |
| 8 | Official Helper Allowance (Controller, Organiser or Planner) |  | 1 | @ 8.00 | 8.00 |
|  | Paid to Volunteer |  |  | **Total** |  |

**Signed (by claimant): …………………. Date:**

|  |
| --- |
| Recommended Voluntary Donation from volunteer |
| Part rate donation  | £0.12 |  |
| Full rate donation (use if you are not claiming mileage) | £0.45 |  |
| Total |  |  |
| Net (shown on organiser summary sheet) |  |  |

**Signed: ………………….**

**Please give your first name……….....…….. your surname …………………………**

 **and sort code ………….. and account number ………………if you want a direct payment (**and have not notified the Treasurer already**).**

Event Official: please give this form to the Organiser on the day if you want cash. Otherwise pass to the Treasurer. You will then be paid in full and you need to make your donation to 09-01-54 74893286.