Hastings Library of Things

Name: _____ **Date:** _____

	Date	Who you paid	What for	Receipt?	
e.g.	*12/02/2023*	*Mileage*	*16 miles at 40p per mile*	*Fuel Receipt*	*£6.40*
	12/01/2023	*HBC*	*Parking- Pay and Display*	*Parking Receipt*	*£1.50*
	12/02/2023	*Phone expense claim*	*Calling, texting, charging*	*Not available*	*£0.60*
01					
02					
03					
04					
05					
06					
07					
08					
	TOTAL				**£0.00**

Your Bank Details

Bank Name: _____

Bank Account: _____

Bank Sort code: _____

PLEASE NUMBER YOUR RECEIPTS TO CORRESPOND WITH THE NUMBERS ABOVE
If possible please scan receipts and attach them to the email with your claim

See Handbook for current mileage and subsistence allowances
Phone costs will be reimbursed based on actual costs, which will depend on your contract
Alternatively you can opt for a flat rate of 60p per volunteer session