

Volunteer Expense Form

Your Name			
Home address			
Tel. number		Email address	
Name Account Holder		Bank Name	
Account Number		Sort Code	

Details of Claim

Date (dd/mm/yy)	Time Out (hh:mm)	Place of Departure	Place of Visit	Time Return (hh:mm)	No. of Miles	Value of Miles @ 45p £	Fares or Parking fees £
						£	
						£	
						£	
						£	
						£	
					Total No. of miles	Total Value of Miles @ 45p £	Total Fares / Parking £
<i>Use continuation sheet if necessary</i> For office use only; COSTCODE:						£	

Allowable Expenses - The Commissioner's policy is aligned to that of Hertfordshire Constabulary – full details are available on request. Volunteers will be reimbursed for all travel expenses incurred in carrying out duties on behalf of the Police and Crime Commissioner. Travel by public transport (at standard class fare), use of private motor vehicles (currently at 45p per mile) and taxi fares where appropriate (and by prior agreement and with receipts) will be reimbursed. Parking fees (but not fines) will also be reimbursed.

Declaration – I declare that I have necessarily incurred the above expenditure in the performance of my duties on behalf of the Police and Crime Commissioner for Hertfordshire and that I have actually paid the fares and charges shown.

Date & signature

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Volunteer Expense Form Continuation Sheet

Date (dd/mm/yy)	Time Out (hh:mm)	Place of Departure	Place of Visit	Time Return (hh:mm)	No. of Miles	Value of Miles @ 45p £	Fares or Parking fees £
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						£	
					Total No. of miles	Total Value of Miles @ 45p £	Total Fares / Parking £
						£	

Please send completed Claim Forms to: Police and Crime Commissioner for Hertfordshire, Harpenden Police Station, 13 Vaughan Road, Harpenden, Hertfordshire, AL5 4GZ or by email to: pccadmin@herts-pcc.gov.uk