



**If your claim includes car mileage you MUST complete the following, otherwise we will be unable to process this claim:**

"I certify that I hold a full driving licence, have adequate insurance cover, the car is roadworthy, taxed and has a current MOT certificate."

\*

Signed: ..... Date: .....

**I confirm that to the best of my knowledge the above is an accurate record of my expenses.**

\*

Signed: ..... Date: .....

**DONATING EXPENSES BACK**

You have a right to claim expenses and Children & Families Staffordshire will ensure your legitimate claim is honoured, as we very much value and appreciate the time you give us freely. Occasionally, volunteers wish to donate their expenses back into the organisation. If you wish to do this on any occasion, please complete the form as directed. Children & Families Staffordshire will then see that your wishes are honoured.

Do you wish to donate your expenses back to CAFS?      yes                       no

If you wish to specify in which area you would like your donation to be made, please do so below, otherwise your donation will go to the area deemed most in need at the time.

\_\_\_\_\_

3

<b>FOR OFFICE USE ONLY</b>		
Checked _____	Payment made on _____	BACS/Cheque No. _____
Authorised _____	N/C _____	Dept _____

**PLEASE NOTE THAT RECEIPTS AND PAYMENT TICKETS MUST BE SECURELY ATTACHED TO THIS CLAIM FORM**

*- To be signed by the asterisks  
& submitted by the 5<sup>th</sup> of the month –*