Name:

Contact Number:

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| --- | --- | --- | --- | --- | --- | --- |
| Date | From | To | Reason for Journey | Miles  (return) | Other Costs | Total Cost |
| *example*  *31/03/20* | *example*  *Home WA1 1SR* | *example*  *25 Green Gates WA3 2NB* | *Mrs Bloggs – food parcel return journey* | ***4.5*** |  | ***£2.03*** |
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| **Total £** | **2.03** |

As per HMRC guidelines the rate per mile is **45p** for normal journeys.

All travel expenses with be paid into your nominated bank account via bacs at the end of each month.

**Bank Account details:**

Name on Bank Account

Account Number

Sort Code:

This expenses form should be submitted via email directly to: [accounts@warringtonva.org.uk](mailto:accounts@warringtonva.org.uk)

All expenses will be paid via Warrington Voluntary Action on behalf of Warrington Borough Council, responding to the Covid-19 crisis across Warrington.

<https://www.warrington.gov.uk/coronavirus-covid-19-warrington>