

## Sheffield 40s Walking Group Expenses Form

**Mileage rates for travel: 55p/mile (car); 20p/mile (cycle) or bus fare with receipt.**

**This is an indicative list of what S40s members may claim expenses for.**

To query an item or make a claim for an item not listed below then please contact the Treasurer

**Travel expenses** may be claimed by any member of the group travelling for Ramblers business.

Walk-leaders may claim travel expenses for walk recces but not the walk itself.

There are no travel expenses for recces for walks at group weekends-away and holidays.

Not sure? then please check, before travelling, with the committee.

Walk leaders and path wardens may claim for one OS map a year up to a limit of £10 per claim

**OR** they may claim £10 towards their subscription for a mapping app used for Ramblers business

Walk leaders and path wardens may claim for a first-aid kit

**OR** replacement items for their first-aid kit up to limit of £10 every two years

Please send completed form and receipts as attachments to sheffield40swg@gmail.com

and FAO the Treasurer.

|      |  |   |      |              |
|------|--|---|------|--------------|
| Name |  | £ | 0.55 | Mileage rate |
|------|--|---|------|--------------|

### Mileage expenses

| Date  | Brief journey details (start/destination, walk recce, | miles | Total |
|-------|-------------------------------------------------------|-------|-------|
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
|       |                                                       |       | £ -   |
| Total |                                                       | 0     | £ -   |

### Expenses for other items, eg first aid items, maps. Please attach images of receipts.

| Date  | Item | Amount |
|-------|------|--------|
|       |      |        |
|       |      |        |
|       |      |        |
|       |      |        |
|       |      |        |
|       |      |        |
|       |      |        |
|       |      |        |
| Total |      | £ -    |

Overall Total £ -

By submitting this form you confirm that these expenses were incurred wholly, exclusively and necessarily on group activities which further Ramblers charitable aims.

|      |  |      |  |
|------|--|------|--|
| Name |  | Date |  |
|------|--|------|--|

|         |  |
|---------|--|
| Address |  |
|---------|--|