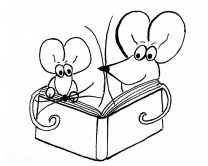
unsung heroes

The Queen's Award for Voluntary Service 2006

Literacy Volunteers

Woodthorpe Grange, Woodthorpe Drive, Nottingham NG5 4HA

Tel: 0115 876 5474 – contact@literacyvolunteers.org.uk



Claim for Travelling Expenses

Name:……School……..…….

Address:…….....

Postcode:……Email……..…

DATE List every date separately	**DETAILS OF JOURNEY** From…….. to…….	**MILES BY CYCLE**	**PUBLIC TRANSPORT FARE** Please attach tickets	**MILES BY CAR/ MOTORCYCLE**
PLEASE SIGN ON BACK	**TOTALS TO CARRY FORWARD**			

DATE List every date separately	**DETAILS OF JOURNEY** From…….. to…….	**MILES BY CYCLE**	**PUBLIC TRANSPORT FARE** Please attach tickets	**MILES BY CAR/ MOTORCYCLE**
	TOTAL			
	RATE PER MILE			
	AMOUNT CLAIMED			

The expenses claimed have been incurred on authorised travel.

Signed……Date…….

For Office use:

Authorised by…….……Cheque No…….Date sent……..