Poppyscotland
Volunteer Expense Claim - Journey Tracker

Please complete the below to support your Poppyscotland Volunteer Expense Claim form.

Volunteer details					
First name:			Surname:		
Vehicle details					
Make/Model:			Vehicle Registration:		
Vehicle type:	☐ Personal Car/Van ☐ Personal Motorcycle		☐ Bicycle ☐ Poppyscotland/Hire vehicle		
Journey details					
Journey Date	Start time	End time	From	To	Miles
				TOTAL	

Declaration

I certify that the above journeys are true and accurate and that I incurred the expenses wholly, necessarily and exclusively whilst engaged on official Poppyscotland business. Where claiming mileage for use of my vehicle, I confirm that I have a valid driving license, road tax, MOT and appropriate insurance. By signing below, I confirm the vehicle was in a legally roadworthy condition for each journey.

Signed:	Date:

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