

# Poppyscotland Volunteer Expense Claim Continuation form



Please use this form to continue your expense details from the Poppyscotland Volunteer Expense Claim form.

Volunteer details			
First name:		Surname:	
Expense details			
Expense Date	Details of expense	Amount	
		£	p
		Total carried forward from Poppyscotland Volunteer Expense Claim form	
		TOTAL	
Declaration			
<p>I understand that the information I have provided will be used only for the purpose of reimbursing out-of-pocket expenses, in accordance with Poppyscotland policy and procedures. I certify that the above details 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.</p> <p>I <b>have/have not</b> included a Journey Tracker as part of this claim.</p>			
Signed:		Date:	
Office use			
I confirm that I have checked this claim for accuracy in accordance with the Poppyscotland expenses policy and that all relevant receipts are attached.			
Signed:		Name & Position:	Date:



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