

St Andrews Voluntary Service: Travel Expense Reimbursement Form B

For car reimbursements only

Fuel is reimbursed, depending on your mileage, at the constant rate per mile shown on our website. Please refer to it for use in your calculations.

Please complete the form in BLOCK CAPITALS.

Name	
University Email Address	
Project Name	
Date of Claim	

OFFICE USE ONLY	
Checked	
Cheque No.	
Dated	

Transport Information

List each leg of your journey separately. You can list multiple trips on this form.

Date of Travel	From Location	To Location	Mileage	Notes	Amount (£)
Total Mileage			miles	Total Claim £	

Your Signature:

Date:

Please print this form, fill it in, then hand it to the SVS office for the attention of the treasurer.

When your cheque is ready to be picked up you will receive an email.