



The Camping and Caravanning Club



Voluntary Officers Expenses Claim Form Part 1

The Club will refund expenses Actually and Necessarily Incurred in the course of conducting Club business, reasonable economy should be observed to keep costs to a minimum.

PART 1 Mileage Expense MCF1V – If solely a MILEAGE EXPENSE please complete PART 1 ONLY

Use of own vehicle: The Inland Revenue lower approved mileage payment may be claimed (in line with the current Green Paper). Fuel receipts are required and must be attached and dated on or up to 31 days prior to the date of travel. Engine size and fuel type is required to claim VAT allowance.

Claimant Details: (Please print all details)

Surname:		First Name(s):	
Vehicle & Mileage Details (Please print all details)		Fuel type - Please Tick	
Vehicle Reg. No.	Engine size - CC	<input type="checkbox"/> Diesel	<input type="checkbox"/> Petrol
		<input type="checkbox"/> LPG	<input type="checkbox"/> Electric

Details of Journey

Date	Return Y/N	Reason for Journey	Details: (Please give full details of location, organisation or specific person visited)	Start Postcode	Destination Postcode	Number of Miles

Please attach fuel receipts here:

Total number of miles claimed for:	
Pence per mile claimed for:	
Total amount (£) mileage claimed:	

Approval Information: I confirm the above expenditure was incurred by me on club business.

A single VAT fuel receipt dated not more than 31 days prior to the date of the journey/s undertaken can be used, providing the receipt covers all journey dates(outbound and inbound) included in the claim and total cost of fuel used.

If a valid, original VAT fuel receipt does not support the period of the mileage claim the VAT claim will be rejected.

If other non-mileage expenses are to be claimed, please continue to PART 2 of this Expense form

Claimant Signature: _____
 Date: _____
 Authoriser signature: _____

Authoriser name (please print): _____

Treasurer: For GDPR purposes please remove or blackout dotted area below once details taken.
 Claimant's Address and Postcode _____

Bank Details (if required)	Bank name	Account Name
Branch:		
Account No:	Sort Code	



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Voluntary Officers Expenses Claim Form Part 2

PART 2 General Expenses—if solely **GENERAL EXPENSE** please complete **PART 2 ONLY**. For both expense types, parts 1 & 2 are required but only one payment detail.

Mileage allowance payments (if applicable from page 1 MCF1V)		Tick to confirm		
A Mileage claim form MCF 1V must be completed and attached				
Fuel receipts dated on/up to 31 days prior to travel must be attached				
Total Fuel Expense as per MCF1V (part 1)			Gross totals	For HQ/Treasurers use only
				VAT
				Net
Public Transport and Taxis				
Meals				
Other Expenditure				
Total amount of Expenses Claim				
Date of Claim:		Claimant's signature		
Claimant's Name		2nd Authorised Signature: (online banking only)		
Authorised by:				
Date Authorised:				

Public Transport: Cost of standard fares may be reclaimed with a valid receipt/ticket.

Meal allowance: Members that are away from home for long periods and where refreshments are not provided by the Club during that period, may claim for the cost of a basic meal at a moderate cost outlet, motorway station or similar. VAT receipts are required, where possible and excessive claims will be refused. Claims for meals should be for one person only unless it is a requirement that partners are in attendance.

Accommodation: Overnight accommodation should only be necessary when travelling to and from a destination in one day is unrealistic. The Treasurer should be consulted before arranging accommodation.

Payment: It is preferable that payment is made direct into a bank account. A remittance advice confirming payment will be sent separately. Payment will be made by cheque if no bank details are provided.

Treasurer: For GDPR purposes please remove or blackout dotted area below, once details are taken.

Claimant's Address and Postcode

Bank Details (if required)

Branch:

Account No:

Bank name

Account Name

Sort Code

Where to find the 2019 Voluntary Officer's Expense form vs.3:
The Voluntary Officers Section of the Club Website or an Excel format may be available via your Unit Treasurer.