

Sheffield 40s Walking Group Expenses Form

Please send in this form quarterly, or if total reaches £20, to the group treasurer.
(Quarterly: end of Dec, end of Mar, end of Jun, end of Sep)

This is an indicative list of what S40s members may claim expenses for.

To query an item or make a claim for an item not listed below then please contact the Treasurer

Travel expenses may be claimed by any member of the group travelling for Ramblers business.
NB walk-leaders may claim travel for walk reces but not the walk itself

Walk leaders and path wardens may claim for one OS map a year up to a limit of £9 per claim
OR they may claim £9 towards their subscription for a mapping app used for Ramblers business

Walk leaders and path wardens may claim for a first-aid kit
OR replacement items for their first-aid kit up to limit of £10 every two years

Please send completed form and receipts as attachments to sheffield40swg@gmail.com and FAO the Treasurer

Name	£ 0.28 Mileage rate
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Mileage expenses

Date	Brief journey details (start/destination, walk recce, ramblers business)	miles	Total
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
			£ -
Total		0	£ -

Expenses for other items, eg first aid items, maps. Please attach images of receipts.

Date	Item	Amount
Total		£ -

Overall Total £ -

Please sign (insert e-signature) and date below to confirm that these expenses were incurred wholly, exclusively and necessarily on group activities which further Ramblers charitable aims.

Signed		Date	
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Address	
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