



**Manchester**  
EVENT VOLUNTEERS  
A LEGACY OF THE COMMONWEALTH GAMES



# VOLUNTEER EXPENSES CLAIM FORM

## 1 Your Personal Details

**6 digit number beginning with a 5**  
(can be found on the label of the envelope)

**Your Registration Number** **5**

**Your Name** \_\_\_\_\_ **Your Postcode** \_\_\_\_\_

## 2 Journeys

**Tip:** If you have car travel expenses we can reimburse these at 15 pence per mile.

Date	Details of Journey	Cost
<b>Total Amount Claimed</b>		

## 3 Agreement

**I declare the above expenses claimed to be a true and accurate record.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 4 Office Use

MEV Officer Signature \_\_\_\_\_

**Please return this completed form to:**

Manchester Event Volunteers, FREEPOST, MRI514, Town Hall, Manchester, M60 2BR