

PENTATHLON GB+

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VOLUNTEER EXPENSES FORM – PGB NATIONAL EVENTS

NAME:

ROLE:

EVENT:

PURPOSE OF TRAVEL/EXPENSE:

Date	Description of journey / meeting	Expense description (If claiming mileage please inc start/finish postcode/venue)	Total
Total Due			

SIGNATURE:

DATE:

APPROVED BY:

DATE:

BACS DETAILS (HELD AT HQ)

ACC NAME:

SC:

ACC NO:

All receipts must be attached to the Expenses Form:
 Please note that the cheapest form of travel should be taken at all times
 Please see the Volunteer Expenses Policy for further information