



If you are a volunteer you are able to claim expenses from DART please complete this form and **return to the DART PO Box 6251 Newbury RG 14 9NE.** Please note that you are responsible for declaring any payment for tax purposes. Where possible please provide receipts. The Trustees will pay travelling expenses in accordance with their current transport policy which is published on the web site.

NAME _____

ADDRESS _____

ITEM	AMOUNT CLAIMED

TOTAL CLAIMED	
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Signed Date

Passed for payment Date

Updated 26.01.19