

Bristol Ramblers pre-walk expenses claim form for leaders

Leaders may claim up to £50 for fuel or public transport expenses for one pre-walk for a Bristol Ramblers day walk. Parking fees are covered (no limit, but assume people will be car sharing).

Claims must be submitted within 4 weeks of completing the prewalk.

For pre-walks for Bristol Ramblers holidays, claims should only be made in exceptional circumstances, where the leader would otherwise be unable to carry out a pre-walk because of financial hardship.

Reimbursement for all claims will be at the discretion of the Bristol Ramblers Committee.

Leader's name:

Date of walk on programme:

Title of walk on programme:

Date of pre-walk:

Driving costs:

No of miles

@20p/mile =

£

Parking costs

£

Public transport costs:

£

Total amount of claim

£

Leader's bank details for payment:

Sort code

Account no.

Account name

For parking and public transport expenses, please attach/scan receipts or tickets.

Please email the completed form and any scanned receipts to:

treasurer@bristolramblers.org.uk