**Run Shoreditch 10K 2025 Volunteer Expenses Claim Form**

If you experience any difficulty in completing this form or if you require any assistance, please contact us on [volunteers@motivsports.co.uk](mailto:volunteers@motivsports.co.uk)

**Instructions for Volunteer**

1. Enter your details including **all bank details**
2. To claim, enter the type of travel or number of miles travelled and multiply by the applicable rate. Submit claims with relevant receipts
3. **Public Transport**: Up to£15.00 per shift
4. **Or Car Travel**: £0.45 per mile up to £15.00 per shift
5. **Or Bike Travel**: £0.20 per mile up to £15.00 per shift
6. Return this to the volunteer team at [volunteers@motivsports.co.uk](mailto:volunteers@motivsports.co.uk) with **a receipt, no later than 30 days from the date of the event.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | | | |
| Address | | | Bank details  Name:  Account number:  Sort Code: | |
| Email: | | | Contact number: | |
| **EXPENSE DETAILS** | | | | |
| **Date** | **Details of expense / journey** | | | **Number of miles travelled** |
|  |  | | |  |
|  |  | | |  |
| **Claim Total:** |  |  | | |