

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Post Code: \_\_\_\_\_

[illegible]

Complete Claim Details ONLY, sign and date, attach all receipts and send to the Treasurer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Authorised By: \_\_\_\_\_ Date: \_\_\_\_\_

Claims can be made by the following people:

- Registered chainsaw and brush-cutter users, for fuel and oil. Consult if you need spares or repairs;
- Task Leaders, for any necessary materials required to complete their tasks <sup>1</sup>;
- Committee members, for purchases and expenses required to fulfil their roles;
- Any volunteer, for travel expenses <sup>2</sup>.

<sup>1</sup> Task Leaders can claim for things that volunteers need for their work; that is protective gear, tools and materials for maintaining and running the tools. Site managers should provide any materials to be installed on site. If in doubt contact the Treasurer or a committee member to confirm whether an item is claimable from WWCV.

<sup>2</sup> Volunteers can claim mileage from WWCV for travel to non-WWT sites. Claims for travel to WWT sites should be made directly to the Wiltshire Wildlife Trust.

Task Leaders can claim over £30 only if the expenditure is approved by the committee.

Committee members can claim over £30 only if the expenditure is approved by two other members of the committee.

Committee members can claim over £100 only if the expenditure is approved by the full committee.

There is a limit of £30 on each individual purchase; anything more needs to be approved beforehand by the committee.

All claims should be accompanied by receipts and sent to the treasurer:

Rod Poynting  
Greenwood Cottage  
109, Bodenham  
Salisbury  
Wiltshire  
SP5 4EU

☎ 01722 322236 ✉ [rod-poynting@hotmail.co.uk](mailto:rod-poynting@hotmail.co.uk)

If you have not already done so, can you send the following bank account information to the treasurer so that your account can be registered with our bank for electronic transfers.

**Account name**  
**Account number**  
**Bank sort code**