

How to claim expenses

When you take a client to the hospital have an envelope ready with

Date of trip

Job Number

Mileage – from home to the client's house and the destination and return journey

When the job is done the client puts a donation into the envelope

Seal the envelope

Once a month bring it along or drop it at the next committee meeting or to another driver to bring along for reimbursement.

Also include a copy of your expense sheet which will be approved at the meeting.