

VOLUNTEER DRIVER JOB SHEET



DRIVER NAME (PRINT): 1 Charity No: 286318

Date	Client Name	Destination	Mileage	Donation £	
				Cash	Cheque
2	3	4	5	6	7
TOTALS			8	£ 9	£ 10

Mileage Allowance at 40p per mile

£ 11

Mileage Claimed

£ 12

Paid **to** the Driver

£ 13

OR

Paid **by** the driver

£ 14

Driver Signature: 15

Date: 16

Office Signature: 17

Office Name (print): 18

These notes are intended to help complete the Volunteer Driver Job Sheet. It would be really helpful if you could complete all sections as that will help us make appropriate returns to HMRC and others.

Key: Driver to Office to Driver OR Office

- 1 Print the name of the driver
- 2 Enter the date of the trip
- 3 Enter the name of the client
- 4 Enter the destination that the client was taken to
- 5 Enter the number of miles driven for the trip
- 6 Enter the amount of any cash donated by the client
- 7 Enter the amount of any cheque donated by the client
- 8 Total the number of miles for all trips
- 9 Total the amount for all cash donated
- 10 Total the amount for all cheques donated by clients
- 11 Multiply the number of miles in 8 by 40p
- 12 Enter the amount claimed by the driver. This does not necessarily need to be the same as the amount allowed in 11.
- 13 If the amount donated by clients is **less** than the amount claimed, enter the difference here.
- 14 If the amount donated by clients is **more** than the amount claimed, enter the result here
- 15 This is to sign that the driver has paid or received the amount in boxes 13 or 14
- 16 Enter the date that money was paid to, or received from, the office
- 17 Signature of office staff who paid or received money
- 18 Print the name of the office staff who paid or received money

Support and Transport for the Community

Telephone: 0118 9723986