Dear (name)

Thank you for requesting an expenses spreadsheet and information how to claim.

For all pre-agreed expenses (ask your staff point of contact its ok to claim):

* + Submit your expenses on a monthly basis, on the expenses spreadsheet attached. Contact volunteer@caninepartners.org.uk if you wish hard copies placing in the post
	+ Include fuel receipt for each month of mileage claimed which is 45p a mile. Include description of the trip EG attended training at …
	+ Send to the member of staff that supports you EG for a Puppy Parent, this is your Puppy Training Coordinator to approve. Send to Finance@caninepartners.org.uk