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# Out of pocket expenses COVID-19 vaccination volunteers claim form

# MONTH: 2020 / 2021

Volunteers can claim a flat rate of £5 for each session completed to cover travel and any other out of pocket expenses.

**Contact details of person claiming:**

Name:

Address:

Phone number: Email address:

**Payment process:** Payment will be made by cheque to the name above.

**Sessions claimed for – please initial:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Location** | **Session 1** | **Session 2** | **Session 3** | **Your initial** | **Confirmed by (NHS staff)** |
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**Total number of sessions claimed for \_\_\_\_\_\_\_\_\_ x £5 = \_\_\_\_\_\_\_\_\_**

**Authorised by: Helen Wyatt Date:**

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| --- | --- | --- | --- |
| **Office use** |  | | |
| **Date received** |  | Finance Code: | 581179-521610GR-A3032. |
| **Date Paid** |  | Payment authorised |  |

**Return via email to**: [**roccg.rothhealthvolunteers@nhs.net**](mailto:roccg.rothhealthvolunteers@nhs.net) **(this is the preferred and faster way).** Alternatively you can post to **Helen Wyatt, Patient and Public Engagement Manager** Rotherham CCG Oak House, Moorhead Way Bramley, Rotherham S66 1YY, 01709 302042