

Dear North Pennines AONB Volunteer,

Re: Motor Insurance Form & Mileage Claims

If you use your car in connection with your Volunteer duties you are entitled to claim a mileage allowance, currently 40 pence a mile. You are, however, required to be adequately insured when you use your car to travel in the course of your volunteer duties and, as proof of this, our host authority, Durham County Council needs to have an insurance form completed by your insurers. This form must be signed for each period of insurance, i.e. normally once a year, or whenever you change your insurance company.

So, in order to reimburse your mileage expense, we need to see evidence that you are indeed covered by your motor insurance company, by either sending us a copy of your certificate if you are already covered for business use, or submitting a volunteer's insurance form completed by your insurer. This will in turn be forwarded to the County's officer dealing with the claims once authorised here.

Please submit two copies of the volunteer's insurance form to your insurer and ask your insurer to sign both. Please then return **one** to us and keep one for your records as a reminder of its renewal date. You will also need to complete and return a volunteer bank payment form, so the expenses can be paid direct into your bank account, as well as the volunteer mileage claim form.

We do very much value the work you undertake for the North Pennines AONB and we are certainly very happy to reimburse your out of pocket expenses, but please note that you can only claim this mileage allowance if the insurance form is signed and up to date.

If you have any queries please don't hesitate to contact the AONB staff team on 01388 528801.

