Volunteer Action (Charity No 1056760) **Month _____________201_ Logsheet - Driver's Name______________________**

1 DRIVE DATE	2 LEAD PASSENGER NAME	3 Total No of Pax	4 FROM	5 TO	6 PAX Return Y/N	7 Fare due from Pax	8 Total Paid By Pax Including any donation	9 Of which Tokens Please add up tokens £	Comments (if needed) e.g. Driver stayed, Combined Drives, Passenger did not turn up	Total Miles Driven CLOCKED	Passenger Miles DRIVES ONLY
							Total Tokens				

WHITE COLUMNS 1 – 9 <u>MUST</u> BE COMPLETED FOR ALL DRIVES -THE DATABASE WILL CALCULATE THE AMOUNT CLAIMED/DONATED

Only if you are asked to clock a Drive, do you need to complete the 2 additional boxes at the end CLOCKED DRIVES

Driver Total Miles = The total distance travelled by driver from leaving home to getting back there, <u>excluding</u> any personal travel.

Passenger Miles = The Distance Travelled with the Passenger on Board

I certify that I undertook these journeys on behalf of Volunteer Action and that the mileages and /or payments recorded are correct**:**

Signed... ***Date***..................................