

**Manning Valley & Area Community Transport Group Inc.**  
**Section 2 Team Management**  
**Document 2.04-1-5-v5 Volunteer Monthly Record**

I declare that my driver's licence is currently valid and that I have attached receipts for out of pocket expenses.

**Name of Volunteer:**

**Area**

**Record for the Month of:**

Date	Volunteer's times for reimbursements		Vehicle This is our vehicle rego number if you are on a run or washing vehicles, your own rego number for anything else	Task eg Driving, Passenger attendant, Cleaning, washing vehicles, helping in office, attending training etc	Extra reimbursements Phone Calls, Supplies for shed, parking etc.	MONEY COLLECTED from clients
	Start Time	Finish Time				

Signature.....

**Please write any notes/comments on back**

*Document History*

2.04-1-5 -v5 Volunteer Monthly Record		Date Approved			Next review due
<i>Date Reviewed:</i>	<i>Amendments</i>	<i>Positions informed /trained regarding amendments</i>	<i>Method</i>	<i>Date</i>	<i>Date</i>
8/3/16	See improvement request	Team members	Meeting	17/3/16	30/06/18
14/8/18	See improvement request	Team members	Meeting	14/08/18	30/06/2021
6/12/18	See improvement request	Staff and Board	Email/meeting	7/12/2018	30/06/2021