

FRIDAY BULLETIN



Claiming travel expenses



When claiming expenses, please ensure you use the correct form which has the signatories Jane Robinson and Jackie Farrer. The Finance team are really tightening up on things and will not process expense claims on the incorrect form. The correct form is attached to the email for speed and ease.

As always, please ensure your claim is submitted monthly by the 25th of month, with receipts if applicable. Travel expenses will be paid into your bank account through the CUH payroll on the 25th of each month.

Mill Road Winter Fair

We are excited to have once again secured a stand at the Mill Road Winter Fair on Saturday 7th December. We are looking for support from volunteers for 2 hour slots from 10.00 am to 16.00 so if you have some spare time and really want to get into the festive spirit, this is a great opportunity to do so. It is an outside event with plenty of standing, so please bear this in mind before volunteering as it can get very chilly. We look forward to hearing from you by email cuh.volunteer@nhs.net.



Reading glasses

If you have any old reading glasses that are in good condition, please consider donating them to the Volunteer Library. Our patients are often brought in as an emergency and don't have their reading glasses with them. This can of course makes things very difficult when choosing food, looking at magazines or of course reading a book. Please bring them into the Voluntary Services office, ideally in a glasses case, and we will ensure they go to a good home.

