**Volunteer Expenses Claim Form**

**How to claim expenses:**

* Please complete and return to the Volunteer Manager.
* You will need to attach all receipts to this form and number them according to the claim.
* A claim form should be completed on a **[weekly/monthly]** basis.
* Expenses will be repaid in **[cash/bank transfer]** within **[ x working days]** from the date that the form is received.
* Please read over our **Expenses Policy** before claiming any expenses.
* Please discuss with the Volunteer Manager in advance if you are unsure whether any expenses can be claimed.

Volunteer Name: …………………………………………………

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Description of activity** | **Description of expenses**  **[Mileage, subsistence, phone calls, postage]** | **Travel** | | | **Receipt Number** | **Total (£)** |
| Method of transport: bus/train/car/taxi | Mileage: |  | |
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**NOTES:**

Mileage is calculated at **[refer to organisation policy for correct costings].**

If your expenses claim includes car mileage, please tick this box to confirm that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a current MOT Certificate.

Any volunteer who does not wish to claim expenses, can donate the amount back to the project by ticking this box. We will then set up the gift aid process. On behalf of **[insert organisation’s name],** thank you very much.

**Signed by volunteer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_

**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_