**VOLUNTEER EXPENSES CLAIM FORM**

This form is to be used to record those expenses you incur while volunteering with us.

The type of expenses for which we provide reimbursement are:-

1. Travel Please complete **Section A** 2. Car user petrol/mileage Please complete **Section B**

All receipts for travel costs, petrol, etc. must be submitted with the completed form.

These should be returned on a monthly basis to the relevant Project Co-ordinator for approval.

**Month ……………………………… Volunteer’s Name ………………………………………….**

**Volunteer’s Address ……………………………………………………………………………………….**

**Project …………………………………………..**

**SECTION A – Travel**

|  |  |  |
| --- | --- | --- |
| **Date** | **Type of Expenditure** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |

**SECTION B – Car use petrol/mileage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Purpose of Journey** | **From** | **To** | **No. of Miles** | **Amount @ 45p per mile** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **Total Section A** |  |
| **Total Section B** |  |
| **Total amount claimed** |  |

**Important**: The Volunteer should always check with the relevant Project Co-ordinator before undertaking a journey which exceeds the usual distance travelled to and from the placement to ensure that travel expenses will be payable.

**Volunteer’s Signature ………………………….. Date …………………………………**

**Approved by ……………………………………… Date …………………………………**

**Date paid ………………………………………… Cheque/Petty Cash No. ………….**

**Date entered …………………………………… Cheque/Cash Received (Signed)**

 ………………………………….