# VOLUNTEER EXPENSES CLAIM FORM

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| Guidelines for Submitting Forms  * claims should be submitted at the end of the month **to your AUKH contact for signature** * claims should reach the **Finance Department** **no later than 7th of the following month** * please do not submit a claim until it reaches **at least £10** * please **do submit a claim** at least every 13 weeks * complete all sections and attach **receipts for any other expenses** * please **highlight** items on phone bill that you are claiming for * please **list** details of phone calls on claim form if a phone bill is not available   **Queries**: If you have any queries relating to the payment of volunteer expenses please call the  Age UK Hertfordshire finance department on 01707 386073. | | | | |
| Age UK Hertfordshire Contact Details | | | | |
| **Name** | | **Telephone Number** | | |
| **Project Name** | | **Project Code** | | |
| **Volunteer Details** | | | | |
| **Name** | | **Telephone Number** | | |
| **Address** | | | | |
| Claim Details | | | | |
| Date | Details of claim i.e. name of client/town visited, reason | | Number of Miles | Other Expenses **£** |
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| Date | Details of claim i.e. name of client/town visited, reason | | Number of Miles | Other Expenses **£** |
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| Total number of miles @ 45p per mile | | £ |
| Total other expenses | | £ |
| Grand Total | | £ |

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| Declaration | |
| I confirm that the amount claimed represents out of pocket expenses incurred during my voluntary work with Age UK Hertfordshire (AUKH). | |
| Volunteer Signature |  |
| Date of Signature |  |
| AUKH Contact Signature |  |
| **Date of Signature** |  |