

VOLUNTEER EXPENSES CLAIM

PLEASE NOTE THAT EXPENSES MUST BE CLAIMED WITHIN 3 MONTHS. LATE SUBMISSIONS ARE PAID AT THE DISCRETION OF THE MANAGER OR BOARD OF TRUSTEES. EXPENSES ARE PROCESSED ON A MONTHLY BASIS AND YOU MUST HAVE bus/train receipts attached. N.B Please attach family contact sheets with expenses

NAME OF VOLUNTEER/SPEAKER: MONTH AND YEAR:

FULL ADDRESS:.....

.....POSTCODE:.....

It is quicker and cheaper for us to pay you by bank transfer direct into your bank account. Please provide your account details (this only needs to be done once)

Bank sort code:..... Bank account number:.....

DATE	DETAILS OF EXPENSE (car, public transport, phone etc)	AMOUNT SPENT
	TOTAL	

Mileage allowance

Cars: 45p mile Motorcycles: 24p mile Bicycles: 20p mile Public transport £4.40

It is volunteer’s responsibility to ensure their car is adequately insured if transporting families.

<u>FOR OFFICE USE ONLY:</u>	Bank transfer / petty cash / cheque (delete)
Amount paid:.....	Authorised by:.....
Date paid:.....	Signature:.....