

## Volunteer Expenses Claim Form

### Making a Claim

Expenses should be claimed once a month. Volunteer expenses older than three months will not be processed. All claim forms must be signed and dated by the Volunteer and Volunteer Coordinator before payment is received. For all volunteer expenses, except mileage, please upload a valid receipt making sure that all the information on the receipts is clear and visible.

Volunteer Centre Sutton will reimburse by bank transfer (BACS). If this is your first claim please complete your bank details in the boxes below.

Completed by Volunteer			
Name of Volunteer		First Claim?	
		Name on Account	
Date of Claim		Sort Code	
		Account Number	

Completed by Volunteer Centre Sutton					
Authorised By Coordinator		Project Code		Authorised By Finance	
		Nominal Code/s (Finance)			
Date		Date Paid by BACS		Date	

### Example Claim

Date	Description of Volunteer Activity	Volunteer Hours	Journey Details (Only complete if mileage is claimed) Postcode to and from the location	Number of Miles	Mileage Expense (Number of miles x 45p)	Other Expenses to be claimed (E.g. Refreshments, lunch, Bus, train or taxi)	Sub-total	Receipts attached?
19/04/21	Meeting Alfred for monthly Mentoring catch-up	4	SM5 1AA to SM3 8AL	3.5	£1.57	Costa Coffee £3.50 Snacks for farm visit £3.25	£6.75	Yes

<i>Date</i>	<i>Description of Volunteer Activity</i>	<i>Volunteer Hours</i>	<i>Journey Details (Only complete if mileage is claimed) Postcode to and from the location</i>	<i>Number of Miles</i>	<i>Mileage Expense (Number of miles x 45p)</i>	<i>Other Expenses to be claimed (E.g. Refreshments, lunch, Bus, train or taxi)</i>	<i>Sub-total</i>	<i>Receipts attached?</i>

**Total Amount Claimed**

£
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