

# Volunteer Expenses Claim Form

Refer to the Guidance Notes overleaf and the Volunteer Expenses Policy when completing this form.

Volunteer's Name:	Sheet 1 of _____
Volunteer Role:	Month:
Volunteer Location:	Department:
Expenses are paid by a direct credit transfer to your bank account. This is much quicker for you, and is cheaper for the Charity. However, tick here if you need to be reimbursed by cheque instead <input type="checkbox"/>	

## For Completion by Volunteer Claimant

### Claim Summary

Sub-total Part A – General Expenses (see over + continuation sheets)	£
Sub-total Part B – Mileage (see over + continuation sheets)	£
<b>Total Claim (Part A + Part B)</b>	<b>£</b>

I apply for payment of the amount shown on this claim form and confirm that the details are correct and the expenses claimed were actually and necessarily spent by me in the course of my volunteering activities. I attach original receipts and understand that claims will only be paid if they comply with the expenses policy.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Credit Transfer Details

**IMPORTANT: CLAIMANT SHOULD ONLY COMPLETE THE FOLLOWING IF:**

- THIS IS YOUR FIRST CLAIM, or
- YOUR BANK / BUILDING SOCIETY DETAILS HAVE CHANGED SINCE YOUR LAST CLAIM

Account Number:           B Society roll number (if applicable) \_\_\_\_\_  
Sort Code:       Account Name: \_\_\_\_\_

I confirm that these details are accurate and should be now be used for my expenses direct credit transfers

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Completion by Authorising Officer

Account Type	Account Code	T0	T1	T2	T3	T4	Amount
Volunteering	81042						£

I am authorised to approve claims against the budget code above, have reviewed the claim against the attached receipts and the Volunteer Expenses Policy. I understand that authorised claims may be subject to an audit in future.

Authorising Officer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorising Officer must complete all budget codes and approve form before a claim is submitted to:**

**Marie Curie Volunteer Centre, Block C, Mamhilad House, Mamhilad Park Estate, Pontypool NP4 0HZ**

## Part A - General Expenses

- List each item / expense you are claiming for. If you run out of space, use a Continuation Sheet (Annex D), stapling it to the back of this form and noting the total number of sheets used
- Attach a receipt for **every** item (eg travel tickets, sandwich, Oyster Card journey history printout) for your line manager to check and post to the Volunteer Centre. Keep copies for your own records.
- If volunteering for more than 4 hours over a lunch time, you can claim an exact spend of **no more than** £3.50 for lunch, subject to manager approval. Refer to policy for Shop subsistence claims guidance.

Date	Full Description of Expenses	Amount (£)

**Sub-total Part A – Expenses claimed** £ \_\_\_\_\_

Please now add this sub-total (+ Continuation Sheets total) to the front of this Claim Form

## Part B - Mileage

- Mileage rates in a tax year are authorised by HM Revenue and Customs as follows:  
**Cars up to 45p per mile (25p per mile in excess of 10,000 miles); Motorcycle up to 24p per mile; Bicycle up to 20p per mile.** Fines or late payment charges will not be reimbursed
- You must complete an annual mileage record for all your volunteering activity with Marie Curie

Date	Journey: From/To (Including full postcodes)	Purpose of Journey	Mileage Incurred

**Sub-total Part B - Mileage claimed** \_\_\_\_\_

Please now complete the tables below to show the amount in £ you wish to claim.

### This Claim's Mileage record

Total miles being claimed (amend rate as required)	_____ x 45p =	£ _____
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### Annual Mileage record

Mileage for tax year to date from previous claims	_____
Add number of miles claimed at Part B above	_____

**Total Miles claimed to date in tax year** \_\_\_\_\_