

Volunteer Expenses Claim Form

Volunteer Name:	Volunteer Number:
Volunteer Role:	
Volunteer Manager Name:	

Claim Summary

Claim Month & Year:	
Part A – General Expenses (amount in £):	
Part B – Mileage Claim (amount in £):	
Total Claim - Part A + Part B (amount in £)	

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

Only complete if:

- This is your first claim, or
- Your details have changed since your last claim

Account Name:

Account Number:

Sort Code: - -

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

Volunteer Signature:

Date:

For completion by Marie Curie Staff Member

Oracle Cost Code:

Authorised Claim Amount (£)

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.

Name:

Job Title:

Signature:

Date:

Budget code and approval must be completed by a Marie Curie staff member before a claim is submitted by email to volunteering@mariecurie.org.uk

Claim Details

Part A - General Expenses

- List each item / expense you are claiming
- Attach a digital copy/receipt for every item (e.g. travel tickets, sandwich, Oyster Card journey history printout) for approval. 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 £6.00 for lunch, subject to manager approval. Refer to policy for Shop subsistence claims guidance.

Date	Full Description of Expense/Item	Amount (£)

Subtotal Part A – General Expenses (£)

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

Subtotal Part B – Mileage (£)

Annual Mileage Record

Mileage for tax year to date (previous claims) _____ + Miles claimed above (this claim) _____
= _____ Total miles claimed to date in tax year