

[Organisation Name] Volunteer Expenses Claim Form

How to claim expenses:

- Please complete and return to [Address/Person].
- You will need to attach all receipts to this form and number them according to the claim.
- Expenses will be repaid in cash within 5 working days from the date that the form is received.
- Please read over our Expenses Policy before claiming any expenses.
- Please discuss with the volunteer co-ordinator in advance if you are unsure if any expenses can be claimed.

Date	Description of activity	Description of expenses	Travel		Receipt Number	Total (£)
			Method of transport : bike/bus/train/car/taxi	Mileage		
TOTAL						

**CVS Falkirk Resource Library
Volunteer Expenses Form**



NOTES:

Mileage is calculated at 45p mile for car and vans, 24p mile for motorcycles, 20p mile for a bikes, and 5p per passenger per mile. The cheapest bus and rail should be purchased. If you need to make telephone calls in connection with your volunteering, please try and keep this at the cheapest rate.

If your expenses claim includes car mileage please tick box to confirm that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a current MOT Certificate.

Any volunteer who does not want to claim expenses can donate the amount back to the project by ticking the box; we will then set up the gift aid process.

On behalf of [Organisation Name], thank you very much.

Signed by volunteer: _____

Date Submitted: _____

Approved by: _____

Date Approved: _____

Payment Method: _____

Date Paid: _____

Adapted from Volunteer Scotland.

Published on the *CVS Falkirk Resource Library* (www.cvsfalkirk.org.uk)

Related Documents:

Version: 1.0

Published: October 2017

Review date: October 2018

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