



Group Expense Claim Form Notes Version 1.1

The following informs you how to complete the Group Expense claim form to reimburse yourself for any expenses incurred wholly and exclusively and necessary for the purpose of carrying out your group and have not been claimed previously.

Any monies owed to other members of the group on this form will be paid back to them by yourself. Please make sure you submit claims in a timely manner. Reimbursements can only be claimed up-till 3 months from date of expenditure.

The following fields need to be completed for reimbursement to take place.

Please make sure that you enter one line per item and all receipts are attached (apart from mileage)

Field Name	Enter
Name of Claimant	Name of person the money needs to be refunded to
Address	Address of the claimant. For Data Protection purposes, only add your whole address on your first submission, after this you only need to add your postcode to make sure we are picking up the correct person to pay, or full address if moved.
E-Mail Address	E-mail address where remittance can be sent if repaying by BACS. This field only needs to be completed on the first submission

	of the form or if your e-mail address has changed
Signature	If sending through the post sign the form to show you are in agreement with the claim
Fundraising Group Name	Type in the fundraising group name where the activity relates to
Fundraising Group Number	Type in your 3 or 4 digit fundraising group number
Bank Account Number	This is your own 8 digit bank account number. This field only needs to be completed on the first submission of the form or if your bank account has changed
Sort Code	This is your own 6 digit bank account number. This field only needs to be completed on the first submission of the form or if your sort code has changed
Volunteer ID Number	This is your GDBA unique id number and can be found on your ID card
Date of Expense	Type in the date when the expense was incurred in the format of dd/mm/yyyy. (this can't be a date in the future)
Description	Type in the reason for the expenditure, why, where etc.
Date of Event	If you are purchasing something in advance like a show, type in the date of the event
Receipt Attached	Is the receipt attached/scanned with the form? If no please explain why receipt is missing, apart from if the expenditure is mileage
Account	This is automatically filled in once a description has been filled in.
Project	This is automatically filled in once a description has been filled in.
Cost Centre	This is automatically filled in once a description has been filled in.

Advance	If requesting an Advance to carry out your duties please complete row 40 of the claim form (highlighted in yellow at bottom of form) and send through the approval route. You need to submit the claim form to cover the advance within a month of the event.
Amount	Type in the amount to be refunded, or if temporary the value of the advance.

Please seek authorisation from your Group Treasurer (if there is one) for any expenditure prior to submitting this form. If you do not have a Treasurer please seek authorisation from your Community Fundraiser.

The form will then need to be sent to your mobility team to check and authorise. Once they have authorised they can either scan paperwork with receipts and send to finance@guidedogs.org.uk or post to Finance Department at Central Office.