# Volunteer Expenses Claim Form Version 4.0

Please use a separate form each time you claim.

Use Section One for personal details and Section Two for expenses details. You must sign off and date Section Two before submission if sending through the post.

## Useful notes

* Do we have your bank details already? If we have your bank details, payments are made straight into your account the following week.
* Quick and secure. Please note: if you have claimed expenses before you only need to add your **Name** and **Postcode** to the form.
* Only add your bank and sort code number if they have changed, or full address if you have moved.
* You can email this form by taking photos of any receipts and sending in an email to your manager. If you are emailing this form please password protect it to safeguard your personal information and send as an attachment. Let your manager know your password in a separate email.
* Claims must be submitted on a regular basis (every 3 months or less) and within the relevant calendar year (January to December).

## Section One

* Full name and postcode:
* Full Address – only needed for first claim or if you move:
* E-Mail Address – if first claim or changed:
* Sort Code – if first claim or changed
* Bank Account no – if first claim or changed

## Section Two

Mileage Rate is45p/mile to 10K miles, 25p/mile thereafter. Or if you only want to claim for fuel (not wear/tear) put in a lower rate of your choice.

Repeat the following pieces of information as required for the number of journeys/other expenses you are claiming for.

* Name of person who requested the journey/work that incurred the expense:
* Date:
* Details ‑ why, where, who. All claims other than mileage must have a receipt.
* Mileage:
* Rate:
* Transport - Transport = Mileage x Rate. Also train tickets and car parking.

You can claim an additional 5p per mile for business trips where the car is shared with another person who would have been entitled to claim mileage for the same trip. Additional information required is as followed:

* Name of the additional person(s) carried:
* Number of shared miles claimed at 5p per mile:
* Start and finish destinations:

Car share mileage should be coded to VEX.

Other Costs - All costs excluding transport should be listed under other costs:

Total amount of claim (transport and other):

1. I declare that the expenses claimed have been incurred wholly, exclusively and necessarily for purposes of carrying out the duties of my volunteering role within Guide Dogs.
2. I request that reimbursement be made as detailed above. For payments by BACS (directly into bank account) I give my permission for Finance to use my bank details.
3. Where mileage is claimed. I certify that the person I have requested to drive me possesses a valid driving licence, that he/she is covered by comprehensive motor insurance for the vehicle(s) used and the vehicle(s) are checked and maintained in accordance with the manufacturers’ recommendations.

Signature of Claimant:

Date:

To be completed by authorised manager:

Project Code – to be completed by Manager:

Account Code – to be completed by Manager:

Cost Centre -VEX

Manager to confirm other dept authorisation:

Checked:

Manager:

Position:

Log in ID:

Signature:

Date:

End of document.