



**VOLUNTEER EXPENSES CLAIM FORM**

Volunteer Name: \_\_\_\_\_

Your volunteer handbook tells you what expenses you can claim but if you are unsure please speak to your volunteer co-ordinator.

This form is used to record those expenses while volunteering for us for which you wish to be reimbursed. The type of expenses for which we provide reimbursement are:

- Travel

Travel rates are 40 p per mile (please write what the journey was and how many miles it was) or attach a public transport/taxi receipt.

- Meals
- Child care
- Equipment

DATE	TYPE OF EXPENDITURE	AMOUNT

Receipts should be obtained for all items of expenditure. These represent an accurate account of my expenses.

Volunteer signature \_\_\_\_\_ Date\_\_\_\_\_

Approved by \_\_\_\_\_ Date\_\_\_\_\_

Expenses received \_\_\_\_\_ Date\_\_\_\_\_