# Volunteer Expenses

# Expenses Form

# Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Destination | Purpose | Mileage | Parking/ bus/train tickets  Meal expenses |
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|  |  |  |  |  |
| Totals | | |  |  |
| Amount Claimed:  *(45p per mile)* | | |  |  |
| Total Amount: | | |  |  |

Volunteers may claim travel expenses between their home and place of volunteering activity.

If traveling by public transport, tickets must be kept, by way of a receipt. If using your own transport, a record of all mileage must be kept and car park tickets retained, by way of receipt.

The mileage allowance paid will be in line with the general CVSCE staff mileage allowance. If a journey is in excess of 15 miles (round trip) volunteers are required to check the arrangements with the Volunteer Manager beforehand. Volunteers, claiming this allowance, must notify their motor insurance company and ensure their policy specifically includes “business use”.

If working longer than five hours in any one period, a subsistence allowance to a maximum of £3.50, will be paid. Receipts for items purchased must be retained.

*I confirm that I have personally incurred the expenses being claimed*

**Signed:** **Date:**

**Authorised: Date:**

*(I certify that the above has been incurred and authorise payment)*

*"The information given on this form may be used by the organisation for the prevention and detection of fraud."*