

## Charity Volunteer Claim Form

Name of volunteer:	
Home Address:	
Name of line manager	

Date expense incurred	Insert code for category of expense – see “Codes for categories of claimable expenses” below	Amount	Receipt attached (Y/N). Add explanation if not attached

### Own Vehicle

The rate you can claim for the tax year <insert year> is as follows.  
Own car: <<insert amount>> pence per mile  
Own Motorcycle: <<insert amount>> pence per mile  
Own Bicycle: <<insert amount>> pence per mile

### Hired Vehicle

You can claim the hire charge included in the “Hired Vehicle Items” above, and you can also

The rate you can claim for the tax year <insert year> is as follows.  
Hired Car: <<insert amount>> pence per mile  
Hired Motorcycle: <<insert amount>> pence per mile  
Hired Bicycle: <<insert amount>> pence per mile

Insert code: Own Car (OC), Own Motorcycle (OM), Own Bicycle (OB), Hired Car (HC), Hired Motorcycle (HM), Hired Bicycle (HB)	Date of Journey	Mileage & Amount Claimed	Purpose of Journey


If you are able / content to be paid

Name of bank:	
Name on account:	
Sort code:	
Account number:	

I understand that the charity will only pay for expenses that are necessary and reasonable. I confirm that I have read a copy of the charity's Expenses Policy.

I confirm that all details on this form are true and correct. I confirm that the expenses that I am claiming are actually and necessarily incurred in the course of my duties as a volunteer of the charity. I attach original receipts for all expenses claimed.

The total amount of expenses claimed is £ . and I apply for payment of that total amount.

**Signed** .....

**Dated** .....

This form, when signed by the volunteer, must be countersigned by the [Charity Secretary/Administrator] [Treasurer] [Chair of Trustees]

### Codes for expenses

Notes: Scope of each of these types of expenses is defined in the charity's Expenses Policy a copy of which is available from the Charity Secretary/Treasurer.

The relevant code for each item claimed must be inserted under "Insert code for category of expense" under "Non-mileage" (see below).

Description of Expense
Travel Using Own Vehicle:
Travel Using Hired Vehicle:
Road Tolls / Congestion Charges:
Vehicle Parking Fees (Not Fines):
Travel By Bus/Coach:
Travel by Train (Second class):
Travel By Taxi:
Meals, Snacks And Drinks (Other Than At Home):
Hotel (Or Other) Overnight Accommodation:
Phone calls, Internet Charges, Data Charges:
Photocopying, Printing:
Purchase/Hire Of Equipment:
Purchase of Stationery or Other Office Supplies:
Purchase Of Services/Facilities:
<<Add any further category/ies>>


Complete the following:


I understand that the charity will only pay for expenses that are necessary and reasonable. I confirm that I have read a copy of the charity's Expenses Policy.

I confirm that all details on this form are true and correct. I confirm that the expenses that I am claiming are actually and necessarily incurred in the course of my duties as a volunteer of the charity. I attach original receipts for all expenses claimed.

The total amount of expenses claimed is £ . and I apply for payment of that total amount.

(Signature)

This form, when signed by the volunteer, must be countersigned by the [Charity Secretary/Administrator] [Treasurer] [Chair of Trustees]

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Code
Own Vehicle
Hired Vehicle
Road Charges
Parking
Bus
Train
Taxi
Food/Beverage
Accommodation
Comms/Office
Equipment
Consumables
Services