|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Claim |  |

**Volunteer Expense Claim Form: Template**

* You must provide receipts.
* We will reimburse the exact amount stated on the receipt, up to the limits stated in the Expenses Policy.
* You must agree all expenses with your supervisor in advance.
* See the Volunteer Expenses Procedure for information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Expenses** | | | |
| Date | Details of Journey | | Amount £ |
|  |  | |  |
| Subtotal |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Food, Drink and Other Expenses** | | | |
| Date | Details of Claim | | Amount £ |
|  |  | |  |
| Subtotal |  |
| Total Claim |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorisation** | | | |
|  |  |  |  |
| Date |  | Cheque No. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bank Transfer** | | | | |
| Account Holder’s Name |  | | | |
| Bank Name |  | | | |
| Bank Address |  | | | |
| Account Number |  | | Sort Code |  |
| **Cash –** please sign to confirm you have been given the money | | | | |
| Volunteer’s Signature | |  | Date |  |