

Volunteer Name:
Volunteer Role:
Month ending:

NOTTINGHAMSHIRE HOSPICE VOLUNTEER EXPENSES CLAIM FORM

How to claim expenses:

- Please complete and return to your authorising manager
- You will need to attach all receipts to this form and number them according to the claim (where relevant)
- Claims should be submitted by 15th of the month to ensure payment in that month
- Expenses will be repaid by direct bank transfer at the end of each month (unless in retail or agreed otherwise by Volunteer Services/Finance)
- Please discuss with Volunteer Services in advance if you are unsure if any expenses can be claimed

Date	Description of activity	Description of expenses	Travel		Receipt number	Total (£)
			Method of transport: Bus/bike/train/car/	Mileage		

NOTES:

Mileage is calculated at 45p per mile for cars and vans; 24p per mile for motorcycles, 20p per mile for bikes and 5p per passenger per mile. The cheapest bus and rail should be purchased.

If your expenses claim includes car mileage, please tick the box to confirm that you hold a full driving licence, have insurance cover for volunteering, that your car is roadworthy, taxed and has a valid MOT certificate

Any volunteer who does not want to claim expenses can donate the amount back to the Hospice by ticking the box; we will then set up the gift aid process. On behalf of our patients, thank you very much.

Signed by volunteer:

Print name:

Date:.....

Approved by Authorising Manager :

Date:

Approved by Finance Services :.....

Date: