Volunteer Name:
Volunteer Role:
Month ending:

0000	Nottinghamshire Hospice			
	adding life to days			

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 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	Total (£)
			Method of transport: Bus/bike/train/car/taxi	Mileage	number	



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, that your car is roadworthy, taxed and has a valid MOT certificate
Signed by Volunteer:
Print Name:
Date:
Approved by Authorising Manager :
Date:
Approved by Finance Services:
Date: