Please use this form for recording any out of pocket expenses you incur whilst volunteering for [name of organisation].

*Template Note: Adapt this form as you need, including inserting the correct information in the highlighted places.*

Expenses forms should be given to (e.g. your supervisor) either weekly or monthly, as agreed. Please remember to keep receipts, bus tickets, parking tickets etc. and staple them to your claim as we cannot reimburse expenses without them.

The types of expenditure that we can reimburse you for are:

* Travel of up to (e.g. 10 miles) from home to where you are volunteering.
  + The most suitable method of travel will be agreed in advance with your   
    (e.g. supervisor)
  + Standard fares for public transport will be paid if discounted fares are unavailable
  + Mileage is paid at a rate of (e.g. 45p) per mile
* Parking expenses if there is no free parking available at a reasonable distance.
* Other genuine expenses associated with your volunteering if authorised in advance by (e.g. your supervisor)

|  |  |  |
| --- | --- | --- |
| Date | Type of expense | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total**

The above are an accurate record of my volunteering expenses

.............................................................................. (Printed name)

............................................................................... (Signature)

Authorised by .......................................................

Date .......................................................