

Volunteer Expenses Form (V3)

As a registered volunteer, you can claim for 'out of pocket' expenses incurred whilst carrying out your voluntary role. **All expenses must be agreed with your line manager in advance and receipts must be provided.** For details of the current Public Transport Rate or for further information on how to claim, please refer to English Nature's guidance notes on volunteer expenses. You can also check the Volunteers Page on our website at www.English-Nature.org.uk.

*** EXAMPLE COMPLETED COPY OF EXPENSES CLAIM FORM ***

Name: Joe Bloggs			Team: Humber to Pennines			Voluntary role: Bat Warden		
Full private address: 1 High Street, Anytown, Anywhere, Somewhereshire								
							Postcode: WF1 1WF	
Payment Details: Please pay this claim to my * Bank / Private Address. <i>(* Delete as appropriate)</i> If payment is to be made to your bank, please provide your bank details below – if you have not provided them before.								
Account No:	1	2	3	4	5	6	7	8
Sort Code:	0	1	0	2	0	3		
Name of bank: Any Bank			Address of bank: 2 High Street, Anytown, Anywhere, Somewhereshire					
<i>We will send a remittance advice slip to your private address</i>								
DECLARATION: I certify that: <ol style="list-style-type: none"> I made the journeys / purchases detailed in this claim and that the expenses shown were necessarily incurred by me during my voluntary role. Prior approval of these expenses has been obtained from my local team. (Motor Mileage claimants only). I hold a valid driving licence and I have informed my insurance company that I am using my vehicle during my voluntary role. My car has a valid tax disk and MOT (if required). 								
Signature: J Bloggs						Car Registration: Y123 BAT		
						Date: 1/2/02		
APPROVAL – to be completed by Authorising Officer. Please check claim details overleaf before approving this claim.								
Signature: A Other			Name: A. N. OTHER			Grade: C		Date: 2/2/02
Claim Examined and Passed:								
Initials: KMJ	Date: 3/2/02	Supplier No: BLO 001		Invoice Register: IR 1234		Batch: B00 9876		

Date	Journey / Purchase details <i>(Include where from, where to and purpose of journey) and / or (Include description of and reason for purchase)</i>	Public Transport £	Personal Mileage (At Public Transport Rate)		Protective Clothing £	Postage £	Other Expenses £
			Total Mileage	Total Mileage Allowance £			
1/12/01	Home – Roost visit at Pontefract		12	3.12			
2/12/01	Home – Roost visit Stanley, Wakefield	1.05					
3/12/01	Purchase 1 pair of protective goggles				3.25		
4/12/01	Purchase x2 first class stamps – for return of roost visit forms					0.54	
5/12/01	Home – Roost visit Newmillerdam, Wakefield		25	6.50			
6/12/01	Purchase 1 pack of torch batteries						3.99
7/12/01	Home – Wakefield Office. Meeting with Conservation Officer	1.05					
Sub totals £		2.10	37	9.62	3.25	0.54	3.99
Cumulative own car mileage claimed this year			120	Claim total £			19.50

Office use only:

£ 11.72	Account Code: AP/5013/X/VOLUNT
£ 3.25	Account Code: AP/5100/X/VOLUNT
£ 0.54	Account Code: AP/5077/X/VOLUNT
£ 3.99	Account Code: AP/5076/X/VOLUNT

Allocation Holder: M JONES
Signature: M Jones
Date: 7/1/02

If payment is made in cash, the following receipt must be signed by the volunteer:

Amount in words:	Signed:	Received the sum of	£