Volunteer - Mileage & Expenses Claim

Name:  
Date: / /  
Payment method (tick): Cheque  
Bank tfr  
Address:  
Post Code:  
Account Name:  
Sort Code:  
Account Number:  
GL CC Dept  
GL CC Dept  

<table>
<thead>
<tr>
<th>Receipt no.</th>
<th>Description of goods or service purchased</th>
<th>GL</th>
<th>CC</th>
<th>Dept</th>
<th>Name of funder / Designated fund</th>
<th>VAT Code</th>
<th>Gross £</th>
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Expenses claim £ .

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for Travel</th>
<th>From</th>
<th>To</th>
<th>GL</th>
<th>CC</th>
<th>Dept</th>
<th>Name of funder / Designated fund</th>
<th>No. of miles</th>
<th>£ @ 20p/mile</th>
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Mileage claim £ .

Total Mileage & Expenses claim £ .

Checklist (√)

- Have you numbered and attached relevant VAT receipts/invoices for the expenses above?
- I certify that my car is roadworthy and insured for business use.
- I confirm that the expenditure claimed has been expended on behalf of Cumbria Wildlife Trust.

Signed by claimant:  
Date:  

Authorised by Budget holder:  
Date:  

Ref:  
Exp  
P/L a/c code  
Date received:  
Processed (initials):  
PIN
Volunteer - Mileage & Expenses Claim Instructions

Claimant details
- Name, Address and Date of claim - complete these in full
- Payment method - do you want to be paid by cheque or bank transfer? Select by ticking the relevant box
- If this is your first claim or you have previously been paid by cheque and you wish to be paid by bank transfer, please complete your bank account details
- Greyed out areas are for Cumbria Wildlife Staff to complete

Expenses Claim
- Receipt no. - e.g. 1, 2, 3 - write the receipt no. on the top right corner of the relevant receipt/invoice
- If you have more than one type of expenditure on a receipt/invoice, detail each expenditure on a separate line (see below)
- Description of goods or service purchased - write a concise, informative description
- Enter the Gross amount of the receipt/invoice
- Sum the Gross amounts to calculate the total Expenses Claim

Mileage Claim
- Date of travel - write in the format dd/mm/yy
- Reason for Travel e.g. Conservation Day - Foulshaw Moss
- From / To e.g. Kendal, Foulshaw Moss
- No. of miles - enter mileage to one decimal place only
- £ - mileage is paid at 20p per mile
- Sum the mileage amounts to calculate the total Mileage Claim
- Sum the Expenses Claim & Mileage Claim to calculate the Total Mileage & Expenses claim

To Complete
- Checklist - tick
- Staple your receipts in receipt order number, face up, to the reverse of the form
- Sign and forward to the relevant Cumbria Wildlife Trust staff member for authorisation
- The Finance department can not pay without authorisation
- Please claim within one month of event and forward to your Volunteer organiser asap. Older claims will only be paid at the discretion of the budget holder
- Please retain a copy for your records

Expenditure types

<table>
<thead>
<tr>
<th>Computer Hardware</th>
<th>Computer</th>
<th>Contractors</th>
<th>Event Costs</th>
<th>Purchases for Resale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopying</td>
<td>Postage</td>
<td>Training</td>
<td>Telephone</td>
<td>Sundry Consumables</td>
</tr>
<tr>
<td>Equipment Purchases &amp; Repairs</td>
<td>Health &amp; Safety and Clothing</td>
<td>Nature Reserve Improvements</td>
<td>Stationery &amp; Office Supplies</td>
<td>Travel &amp; Subsistence - Volunteers</td>
</tr>
</tbody>
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