

Volunteer - Mileage & Expenses Claim

Name: Date: / /

Address:

 Post Code:

Payment method (tick):	Cheque <input type="checkbox"/>	Bank tfr <input type="checkbox"/>
Account Name:	To be paid direct to your bank account, complete for your first claim	
Sort Code:	<input type="text"/>	
Account Number:	<input type="text"/>	

Receipt no.	Description of goods or service purchased	Budget holder to complete				VAT Code	Gross £
		GL	CC	Dept	Name of funder / Designated fund		

Expenses claim £ .

Date	Reason for Travel	From	To	Budget holder to complete				No. of miles	£ @ 20p/mile
				GL	CC	Dept	Name of funder / Designated fund		

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	PIN
P/L a/c code	
Date received:	
Processed (initials):	

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

Computer Hardware	Computer	Contractors	Event Costs	Purchases for Resale
Photocopying	Postage	Training	Telephone	Sundry Consumables
Equipment Purchases & Repairs	Health & Safety and Clothing	Nature Reserve Improvements	Stationery & Office Supplies	Travel & Subsistence - Volunteers