 **Birmingham Conservation Trust**

Volunteer Expenses Claim Form

**Your Details**

Name:

Address:

N.I. No.:

**Details of Claim**

Please attach receipts and complete the chart on the reverse giving brief details of claim, when you volunteered and where

**Claim Total:** £

**Claimant declaration**

*I confirm that the expenses detailed in this claim were actually and necessarily incurred and are claimed in accordance with the approved rates and rules as set out in the Birmingham Conservation Trust Volunteer Policy. I also confirm that, for motor mileage claims my insurer has been informed that I use my vehicle for commuting to the place of volunteering. I understand that any fraudulent claims will result in legal action.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To speed up payment, we can pay straight into your bank account by BACS. Please fill in your bank details below:**

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BCT Authorisation**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Birmingham Conservation Trust**

Travel Expenses Claim Form

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Journey Details** | | | | **Mileage Details** | | | **Other Travel** | |
| **Date** | **Dep. Time** | **Arr. Time** | **From** | **To** | **Mileage Claimed** | **Rate** | **Amount Claimed** | **Fares/ Fuel/**  **Parking/ Tolls** | **Reason for journey and mode of transport** |
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You will be entitled to claim back travel expenses to and from the place of volunteering. **The maximum you are able to claim is £4 per day for a 4 hour sift, and £6 a day for 5 hours+ shift.** The HM Revenue and Customs approved mileage rates are: 45p a mile for the first 10,000 miles, 24p a mile for motorcycles, 20p a mile for bicycles. Actual ‘out of pocket’ expenses are reimbursed for public transport (please submit receipts or tickets).

**Miscellaneous Expenditure (as agreed in advance by your manager)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description of Expenditure** | **Amount Claimed** | **Reason for Expenditure** |
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