Volunteer Expense Form

Please use this form for recording any out of pocket expenses you incur while volunteering for Soundabout. Expenses forms should be given to the Volunteer Coordinator (either weekly or monthly, as agreed. Please remember to keep receipts for bus/train tickets, petrol etc. and staple them to your claim/scan them in as we cannot reimburse expenses without proof of purchase. Log mileage if travelling by car.

The types of expenditure that we can reimburse are the following:

1. Travel of up to 40 miles from home to where you are volunteering.
    - The most suitable method of travel will be agreed in advance with your Volunteer Manager.
    - Standard fares for public transport will be paid. We will not cover the cost for first class travel.
    - Mileage is paid at a rate of 45p per mile.
2. Parking expenses, if there is no free parking available at a reasonable distance, which will be agreed in advance.
3. Other genuine expenses associated with your volunteering if authorised in advance by the volunteer line manager.

    Please provide your bank details so that we can send any expenses direct to you:

    Account number: Sort code:

Date	Type of expense e.g. travel, parking	Amount
	Total	£ 0.00

The above are an accurate record of my volunteering expenses

Name:

Signature:

Authorised by:

Date: