



Expenses claim form template

We can authorise claims for the following (illustrative examples shown, please use your own):

- (e.g. mileage whilst volunteering)
 - (e.g. daily food claim, up to £xxx limit)
 - (e.g. for use of home internet)
- Mileage claim – our current mileage rate is XX pence per mile.

Date	Description/journey details	Cost/miles

Please keep receipts for all expense claims and give them to your Volunteer Manager, along with this form.

Volunteer signature:

Date ___ / ___ / ___

Volunteer Manager's signature:

Date ___ / ___ / ___