



Volunteer Expense Form

All our volunteers are able to claim reasonable out of pocket expenses, Expenses should be claimed on a monthly basis, and receipts **must** be included for all claims, **except mileage**. Please fill in this form and either email it to lynda.clark@communitylincs.com or post it to: Community Lincs, The Old Mart, Church Lane, Sleaford, NG34 7DF. If you need assistance please contact your supervisor or the Community Lincs office on: 01529 301 970.

Name:		Claim for the month of:				
Address:		Car registration (if claiming mileage):				
Tick for payment by bank transfer	<input type="checkbox"/>	Account number:	Sort code:			
Or tick for payment by cheque	<input type="checkbox"/>					
Date	Details: <i>(Please see your volunteer policy booklet for full details. Journey details, including start and end point, mode of transport if bus or train, purpose of the journey, or any other information.)</i>	Public Transport (£)	Personal Mileage <i>(Mileage is paid at 45p per mile)</i>		Other expenses	
			Total Miles	Amount Claimed (£)	£	P
Please continue on another sheet if necessary. (By signing this form you are confirming that the above expenditure was accrued whilst volunteering for T.E.D. If claiming mileage you are confirming that you are covered by the correct motor insurance .)					Total claimed	

Volunteer Signature:

Date:

Authoriser's Signature:

Date: