

# Volunteer Expense Claim Form



**This form is just for your reference.**

**If you need to submit a claim for expenses, please ask your manager to provide you with a printed copy.**

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

All expense claim forms are to be completed and returned to the centre manager by the 18th of the month to ensure they are paid at the end of the month. Any claims received after this date will not be paid until the following month.

Receipt No	Date	Description	Dept	Nominal Code	Amount £
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total claim amount (to be paid via bank transfer at month end) £

Volunteer Signature \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Manager Signature \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Please ensure the following are completed/attached to your claim to ensure it is processed.

- \* Numbered receipts for each transaction above (as listed)
- \* Please ensure the department and nominal code are completed (see listing and or manager)
- \* Signed by the centre manager

**Please note:**

- We will reimburse you for up to £5.00 per single journey
- You may claim up to £6.50 of the cost of a meal, if agreed in advance with your key point of contact at The Hamlet. This will only be agreed in cases where it is necessary for the enjoyment of the service users, e.g. A planned meal out
- You must submit this form within 3 months of the date the expense was incurred
- The use of taxis must be agreed in advance with your key point of contact at The Hamlet. This will only be in cases where there is no other reasonable option
- Receipts must be attached to this form in order for your expenses to be reimbursed
- Expenses will be paid directly into your bank account, please check your details
- If you need more expenses forms please ask your point of contact at the Hamlet

For Finance Office use only:

Received into Finance Department for processing:

Date:

Signature:

Entered onto the end of month payment run

Date:

Signature:

Journal completed for costs

Date:

Signature:

## Department and Nominal Codes for Expenses

### Departments

- 1 Adult Services
- 6 Early Years & The Hive
- 7 Short Breaks & Youth Club
- 14 Head Office
- 30 Parenting

### Nominal Codes

- 5001 Postage
- 5002 Stationary
- 5004 Printing and Copying
- 5006 Expenses incurred by activities to generate income
- 5016 Small items of equipment (IT peripherals, furniture etc)
- 5019 Cleaning materials purchased
- 5020 Flat - Trinity Street
- 6010 Staff Travel
- 6030 Volunteer Expenses
- 6060 Equipment and materials for sessions
- 6061 AS activities