Volunteer Expense Claim form 2021

Name …………………………………………. Address …………………………………………………………………………………………………… Month ………………………………………...

* ***If you can afford not to claim expenses & volunteer that would help support the charity financially & be very much appreciated.***
* Alternatively, the current expense rates are.
  + Befriending, Shopping & Practical help - 25p per mile up to a maximum of £2 or a bus ticket
  + Transport - 25p per mile if less than 10 miles and 45p per mile if over 10 miles.
  + Telephone Befriending – we cannot reimburse telephone expenses.
* This form should be sent to your volunteer manager at the end of each month to be processed – any expenses over 3 months old cannot be claimed.
* If you are uncertain about who this is contact, please contact 02920 683600. [Volunteer@ageconnectscardiff.org.uk](mailto:Volunteer@ageconnectscardiff.org.uk)
* Please ensure we have your bank details so that we can reimburse you – the form to submit your bank details can be found in the ‘Useful Links’ section at [www.helpmystreet.org/ageconnectscardiff](http://www.helpmystreet.org/ageconnectscardiff)

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| --- | --- | --- | --- | --- |
| Date | Details of Journey  e.g Llanishen to Whitchurch | Reason for the Journey  e.g. Weekly befriending visit or shopping for Mr Smith | Mileage Amount  or attach bus ticket | Expense Rate  e.g. 25p or 45p |
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* I confirm that the information on this form is correct and that I have not sought payment from any other source.
* I confirm that my car is insured and has a current MOT certificate.

Total amount claimed …………………… Volunteer Signature …………………. Date…………….

Manager Signature ……………………... Date…………….