Home-Start

Support and friendship for families

Volunteer Monthly Expenses Form

Volunteer's Name		Month & Year	
Reference No of Family Visiting		Supervising Organiser	

Date	*Description* (if claiming for travel, please specify From and To locations & state purpose of journey)	*Travel*			*Phone call duration (mins)* [3]	*Other (please specify)*	*Total Amount (office use only)*
		Mileage (no. of miles) [1]	*Bus fare (£)*	*Parking (£)* [2]			
						Total:	

[1] *40p per mile from Sept 2008* [2] *Please retain parking receipt & attach to this form* [3] *5p per minute*

If your claim includes mileage: If you are claiming mileage, by signing this expenses form you are confirming the following statement "I certify I hold a full driving licence and have adequate insurance cover, the car is roadworthy, taxed and has a current MOT certificate".

No other expenses can be claimed for unless first agreed by the Organiser. We are aware that phone call costs can vary immensely. Please let us know if your calls are usually above 5p/min. Please do not calculate the 'Total Amount' – these to be calculated in the office.

We would like to encourage all volunteers to claim their monthly expenses. However, if you would like to donate your expenses back to Home-Start Cotswolds please tick this box on each form you send in. Also, if you are a UK tax payer, we are able to reclaim the tax on your donation as Gift Aid. You have to confirm that you want us to do this, and there is a simple form for you to complete - just ask the office for a copy. YES I would like to donate my expenses back to Home-Start ☐

Signed (volunteer): Date:	Authorised by (staff): Date:	Date claim paid: Method: online / cheque