



Expenses Claim Form VOLUNTARY

Date

Name..... email.....

Address

..... Post code

Telephone Number Vehicle CC.....

Date	To	Travelling From	Reason	Mileage	Public Transport Costs	Other Expenses

FOR PAYMENT BY B.A.C.S. (PAYMENT INTO YOUR BANK ACCOUNT)

Bank Account Name.....

Bank Account Number.....

Bank Sort Code.....

For BC use only:

.....Miles @ ppm £.....

Public Transport £.....

Other Expenses (e.g. Telephone, Postage, Meals etc;) £.....

Total : £.....

Account Number	
Payment Authorised	
General Ledger Code	
Date paid	
Cheque Number	
Transaction Number	

PLEASE FORWARD VAT PETROL RECEIPTS

PLEASE SEE OVERLEAF FOR MORE INFORMATION ON CLAIMING EXPENSES

GUIDELINES FOR COMPLETING EXPENSES CLAIM FORM

- 1) Please fill in your name and address and unless previously notified details of your bank account number and sort code so that payment can be made by B.A.C.S. One off payments will be made by cheque and sent to the originators address as listed.
- 2) Fill in the date for each item of expenditure, the place of departure and the place of arrival.
- 3) Please fill in the nature and place of visit, e.g. BC Board Meeting
- 4) Whenever possible you should travel by public transport, and the actual fare will be reimbursed. Please fill in the fare amount under public transport and attach a receipt.
- 5) If your journey involved a car journey fill in the total mileage recorded. We will calculate the mileage allowance payable. **This is 32p per mile for volunteer expenses.** A fuel receipt dated close to the time will be required.
- 6) Taxi fares will only be reimbursed where there is no other suitable method of transport or where heavy luggage has to be transported.
- 7) Disabled drivers who because of their disability cannot use public transport and have to travel by car in all circumstances will be reimbursed for all travel on official business.
- 8) Accommodation expenses are not normally paid
- 9) Postage can only be claimed with the support of a receipt
- 10) Telephone calls will only be paid on the receipt of a photocopy of an itemised bill showing the Vat number. Only calls directly related to the business of the BC will be reimbursed.

NB Claims cannot be processed where the relevant receipts are not attached.

On completion please return this form to:

Should you have any queries please do not hesitate to contact