

Volunteer Expense Claim Form

Please read the notes overleaf before completing this form.

Name/s of volunteer/s:	Address: Postcode:	Email:
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Volunteering dates	Hostel volunteered at	Miles	Rate	Total	Public Transport	Accomm	Other	TOTAL	Office use only
Grand Total:									

Engine size of vehicle (cc):	<input checked="" type="checkbox"/> Diesel	<input checked="" type="checkbox"/> Petrol	Bank Account number:	<input type="text"/>	Bank Sort Code:	<input type="text"/>																
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Claimant Signature:	Date:	<input type="text"/>	Authorised Signatory:	Date:	<input type="text"/>										
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I apply for payment of the amount shown on this claim form and confirm that the particulars shown are correct and the expenses claimed were actually and necessarily spent by me in the course of my volunteering activities. Please attach all receipts, including a VAT receipt for fuel. This form will be returned to you if these are not supplied.

N.B. This Form is not for reclaiming Travel Expenses for Volunteer Managers, please contact your Volunteer Manager Coordinator for the correct form.



Claim form notes and allowances

You can submit this form by email or post.

By Post: Please attach all travel receipts to your form and send it to YHA Volunteering, Trevelyan House, Dimple Road, Matlock, DE4 3YH.

By email: Please send this form along with a clear scan of your travel receipts to volunteers@yha.org.uk

Notes

1. Volunteers are entitled to reimbursement of expenses for approved activity (such as travel to a Hostel) on submission of an expenses form with attached receipts, as appropriate. If you do not know what expenses you are entitled to reclaim please contact the Hostel Manager or Supervisor for your volunteer activity.
2. Please complete all sections, including information about your vehicle (if applicable) and your Bank Details. Please be sure that your bank details are entered correctly as incorrect details could result in your claim being unable to be paid. Payment of expenses will be made by BACS payment direct into the your bank account.

Allowances

Mileage (Petrol/diesel/bicycle)

Volunteers travelling to and from a place of volunteering are entitled to claim mileage where the journey has been approved by a Hostel Manager or Supervisor, subject to the following rates which will only be paid up to the maximum amount agreed with the relevant Volunteer Supervisor:

Method of transport	Rate per mile
Own car / van	30p
Motorcycle	29p
Bicycles	25p