

Volunteer Managers Expense Claim Form

Please read the notes overleaf before completing this form.

Name/s of volunteer/s:	Address:	Email:
	Postcode:	

Volunteering dates	Hostel destination	Miles hhh-1-210-102	Rate	Total	Public transport/tolls hhh-1-210-103	Office use only	TOTAL
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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Authorised Signatory:	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.

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. Volunteer Managers are entitled to reimbursement of travel expenses incurred travelling to and from the place of volunteering, to a maximum value of £60 on submission of an expenses form with attached receipts, as appropriate.
2. Please complete all sections, including information about your vehicle (if applicable) and your Bank Details. Payment of expenses will be made by BACS payment direct into your bank account.
3. YHA will pay a maximum of £75 for a return journey, whether by public transport or private vehicle.
4. If you manage at more than one hostel on consecutive weeks, please itemise the claim so that we can see how much each leg of the journey costs (e.g. 1. Home - Pwll Deri. 2. Pwll Deri - Newport. 3. Newport - Home)

Receipts

1. Receipts for all travel you wish to reclaim must be provided with this form.

This includes:

- Bus/train tickets (standard fare)
- Mileage (VAT fuel receipts)
- Tolls
- Ferry tickets

2. Claims received without valid receipts will be returned to you.

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