



Volunteer Expenses Policy and Claim Form

- Volunteers can be reimbursed from petty cash on sums up to £20, as long as a receipt is left in the Petty Cash pot.
- The Petty Cash should be topped up as required from the till, leaving a 'paper trail'
- For all other amounts, a claim form should be completed on a monthly basis, for all eligible expenses incurred by a Green Ilminster volunteer during the course of their volunteer activities.
- Eligible expenses include, but are not limited to: Spare parts, essential tools, shop stationery. If in doubt, please check prior to making a purchase.
- Claims should be submitted to finance@greenilminster.org.uk at the end of each month and, ideally, no later than 5th of the following month in which the expenses were incurred.
- The Claim Form should be signed by the volunteer.
- **Receipts should be attached** for any items included within the claim.
- Expenses are paid by a direct credit transfer to a volunteer's bank account.

Queries: If you have any queries relating to the payment of volunteer expenses please contact Green Ilminster's Treasurer on the above email.

Volunteer Details			
Volunteer Name			
Volunteer Role			
Credit Transfer Details – <u>Only to be completed if:</u>			
• This is your first claim; or • Your Bank/Building Society details have changed since your last claim			
Account Name			
Account Number/Building Society roll number (if applicable)		Sort Code:	
<i>I confirm that these details are accurate and should be used for my expenses direct credit transfers.</i>			
Volunteer Signature:		Date:	

Claim Details for (Enter Volunteer Name)			
For the Period (MM/YYYY – MM/YYYY)			
Date	Full Description of Expenses	Amount £	
		Total Expenses Claimed	£
<i>I apply for payment of the amount shown on this claim form and confirm that the details are correct and the expenses claimed were actually and necessarily incurred by me in the course of my volunteering activities. I attach receipts and understand that claims will only be paid if they comply with the expenses policy.</i>			
Volunteer Signature		Date:	
An electronic signature is acceptable if emailed directly to Green Ilminster from a recognised volunteer email address.			
			Total Expenses Paid
			£