Resource sheet 4vi: Sample volunteer expenses claim form

|  |
| --- |
| **Volunteer Expenses Claim Form** |
| Date: | Period claimed for: |
| Forename: | Surname: |
| Line Manager: | Vol. role: |
| **A: Mileage** |
| Date | Purpose | From (postcode) | To (postcode) | Miles | Cost @ £ per mile |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total cost of mileage: |  |
| **B: Other expenses** (please attach receipts where appropriate) |
| Date | Purpose | Details of other expenses (e.g. parking, bus fare) | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total other expenses: |  |
| Total cost claimed (section A + section B): £ |
| Signature of claimant | Date: |
| Signature of Line Manager | Date: |
| Date paid: | Staff signature: |

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

* Setting up a volunteer programme
* Developing volunteer roles
* Volunteer recruitment
* Volunteer retention
* Legal and insurance information
* Inclusive volunteering
* Addressing challenges with volunteers.

CAVA’s Resource Library

CAVA’s resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull’s community and voluntary organisations in the following topic areas:

* Groups & organisations
* Volunteering
* Safeguarding.

Visit [www.wcava.org.uk/resource-library](http://www.wcava.org.uk/resource-library) to view.

For more support and guidance

|  |
| --- |
| For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator: |
|  |  |
| North Warwickshire 🞟 Michelle Black01827 718080 🞟 07458 017969michelle.black@wcava.org.uk | Warwick District 🞟 Helen Wilkinson 01926 477512 🞟 07966 380276 helen.wilkinson@wcava.org.uk |
| Nuneaton & Bedworth 🞟 Tina Wragg024 7638 5765 🞟 07966 380415tina.wragg@wcava.org.uk  | Stratford District 🞟 Fiona Anderson 07850 515197fiona.anderson@wcava.org.uk  |
| Rugby Borough 🞟 Carol Kavanagh 01788 539578 🞟 07966 380314ckavanagh@wcava.org.uk | Solihull Borough0121 312 3717 solihullinfo@wcava.org.uk |

DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.