Resource sheet 4vi: Sample volunteer expenses claim form

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| --- | --- | --- | --- | --- | --- | --- |
| **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 Black  01827 718080 🞟 07458 017969  michelle.black@wcava.org.uk | Warwick District 🞟 Helen Wilkinson 01926 477512 🞟 07966 380276 helen.wilkinson@wcava.org.uk |
| Nuneaton & Bedworth 🞟 Tina Wragg  024 7638 5765 🞟 07966 380415  tina.wragg@wcava.org.uk | Stratford District 🞟 Fiona Anderson  07850 515197  fiona.anderson@wcava.org.uk |
| Rugby Borough 🞟 Carol Kavanagh 01788 539578 🞟 07966 380314  ckavanagh@wcava.org.uk | Solihull Borough  0121 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.