

Volunteer Expenses Claim Form

Your Full Name: _____

Your Full Address: _____

Please fill out all fields of this form and don't forget to sign the bottom. Once it's complete email it to volunteer@prostatecanceruk.org or post it to our freepost address (see our [volunteer expenses policy](#) online) attaching/enclosing all receipts (or clear copies) for each activity stated below.

A. Date	B. Activity and Location information (if other costs please specify)	C. Journey Details (public transport or car)	D. Tickets/mileage cost (45p per mile)	E. Meal(s) Cost	F. Other Costs	G. Sub-total
Total claim						

We need receipts for all expenses you're claiming back, except mileage. If you can't provide a receipt, please explain why here:

If you would like to donate your expenses back to the charity, please tick this box.

If you would like to donate your expenses back to the charity and allow us to claim gift aid your donation, please tick this box instead. Remember to also fill out a gift aid form which you can find online (https://prostatecanceruk.org/media/2490684/gift_aid_form.pdf).

Your signature:

Authorisation for missing receipts (if applicable):



What does each category mean?

A. Date: This is the date of the activity

B. Activity and Location information (if other costs please specify):

- Include information such as activity type and location: e.g. *Awareness stand at Birmingham city centre*
- Specify other costs that occurred from this volunteering activity e.g. *parking ticket*

C. Journey Details (public transport or car):

- Put the start and end points of your travel if you used public transport.
- Put the postcodes (to and from) including the total mileage if you used your car.

D. Tickets/mileage cost (45p per mile): Please write the cost of your travel. You can [check the volunteer expenses policy on mileage and other travel allowance online](#).

E. Meal(s) Cost: Please write the cost of your meal. You can [check the volunteer expenses policy on food allowance online](#).

F. Other Costs: Please add any other costs.

G. Sub-total: Total costs (D+E+F) for this particular activity should be written in this column (automatically calculated when filled in digitally).

Example: *Stuart volunteered at a walking event on the 02/02/2019. He travelled from his house to Birmingham with his car and has spent £5 for his meal and £3 for parking. So, his expense claim would look as below:*

A. Date	B. Activity and Location information (if other costs please specify)	C. Journey Details (public transport or car)	D. Tickets/mileage cost (45p per mile)	E. Meal(s) Cost	F. Other Costs	G. Sub-total
02/02/19	Registration desk at a walking event at Cannon Hill Park. Paid for parking ticket.	CV1 1DL to B13 8RD by car (40 miles - return)	£18	£5	£3	£26

FAQs

How do I sign the form digitally?

Typing up your full name will suffice if you send the form via email. It's coming from your personal email address so that will do for us!

Do you need physical receipts?

Please include physical receipts if you post your expenses. But, if you email them to us, please attached scanned copies of the receipts as a pdf or jpeg file making sure that all the info on the receipts are clear and visible. You are advised to retain original receipts until re-imburement into your account has been made.

First time claiming expenses or have changed your bank details recently?

If you are claiming for the first time or have changed your bank details in any way, please let us know as you'll need to send us some additional information so that we can reimburse your expenses.

Last reviewed: April 2019

