



Office use only

Customer Reference	
BACS Date	

## Volunteer Expenses claim form

Please refer to the guidance notes overleaf. Please use BLOCK CAPITALS and attach all corresponding receipts to this form.

Full name.....

Role .....

Meeting/event.....

Meeting/event date.....

Please complete in full:
Address
Postcode
EMAIL

Payment will be made via BACS. Please provide your bank details below even if you have previously submitted expenses to Girlguiding Cymru, as the bank only hold this information for a limited time.

Account name.....

Bank name.....

Account number

Sort code

Expense description	Receipt (✓)	Amount	Nominal Code (office use only)	Office Use Only
<b>Total</b>				

Office use only

Please sign on next page >

Date received	Signature	
Prepared by	Name	Finance use only

Thank you for completing this form, and for your contribution to Girlguiding. Please return your completed form, plus receipts, by post or email to the staff member you are working with. If returning the form electronically please include scans of your receipts. If you have any queries, please contact the staff member you are working with.

I hereby certify that all expenses submitted are for guiding purposes only.

I hereby declare that I hold a current driving licence and possess appropriate valid vehicle insurance.

Signature

Date

If you wish to donate part or all of your expenses to Girlguiding Cymru rather than claiming it, please tick the box below.

I wish to donate £ \_\_\_\_\_ to Girlguiding Cymru.

If you wish to gift aid this donation please tick and we will send you the relevant form:

#### Privacy Statement

We collect your personal information in order to process your expense claims and fulfil our legal obligations. For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: [girlguidingcymru.org.uk](http://girlguidingcymru.org.uk)

#### Guidance notes for completing the expenses claim form

Please note that all expenses listed on your claim form must be accompanied by an itemised receipt - which should show the date of purchase.

Any expenses submitted without supporting receipts may not be reimbursed.

##### Travel by public transport

- All claims for travel expenses (train, tube, plane, bus, coach, ferry) must be supported by a receipt.
- Taxis are to be used only if it is late at night, you have a lot of luggage, you have a disability or there is no alternative transport method.

##### Travel by car

- If you own your car you may claim for mileage at the rate of 45p per mile. A petrol receipt for over a third of the amount you are claiming must be submitted with your claim.
- Remember to submit any car park receipts with your expense claim.

Please refer to the Girlguiding Cymru Expense policy for full details.

#### Accommodation

- The most economical accommodation option should be used.

#### Telephones and Internet

- If you are claiming for telephone calls/teleconferences relating to a specific event or project for Girlguiding Cymru, a copy of your phone bill should be attached with the appropriate calls highlighted. Please use a landline (with permission) where possible instead of a mobile phone.
- Home use of broadband cannot be reimbursed.

Thank you for taking the time to fill out the expenses claim form and attaching your receipts - this helps us to deal with your payment more efficiently.

Please allow up to three weeks for your expenses to be paid to you.

If you have any concerns or queries, please speak to the Girlguiding staff member or team you are working with.