**Volunteer Expense Claim Form**

This form can be used to claim expenses whilst volunteering in accordance with guidelines previously stated. **Please enclose copies of receipts, circling relevant spends.**

|  |  |
| --- | --- |
| **Name**  |  |
| **Date**  |  |
|  |
| **Date of expenditure**  | **Description of expenditure**  | **Amount claimed**  |
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|  |  |  |
|   |  |  |
| **Total amount claimed**  |  |
|  |
| **Volunteer signature**   |  |
| **Office use only**  |
| **Volunteer Manager signature**  |  |
| **Date**  |  |
| **Amount paid**   |  |
| **Received by signature**  |  |
| **Notes**  |  |