**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** | | |  |