



The Bishop's Palace
WELLS · SOMERSET

Expense Claim Form (Volunteer) – How to claim

Please clearly complete this claim form **and ensure that you have attached your receipts**. Your expenses will be paid directly into your bank account (please complete your bank details below). You only need to give us this info. the first time you make a claim or if your details have changed. We keep this info. securely.

Once you've completed your form (remembering to securely attach any receipts), please post in the box in the Volunteer Room. This post box is kept locked and collected on a weekly basis.

Alternatively, if you're not coming to the Palace, please post your form with receipts attached for the attention of:

Siobhan Goodwin
Volunteer Co-ordinator
The Palace Trust
The Bishop's Palace
Wells
Somerset
BA5 2PD

Please note that this can take up to 28 days for your claim to be processed and payment made. Please refer to the Volunteer Expenses Policy to find details of what you can claim. **Due to budgetary constraints you may not be reimbursed all the expenses you have claimed for.**

Claims must be made the same year, ideally no more than 3 months after date of volunteer shift. Claims up to December must be submitted by 31st December that year. Any received after this date may not be reimbursed.

NOTES FOR COMPLETING THE FORM:

- You need to indicate where you are travelling from (please put the place not just home or similar)
- If driving you need to complete the number of miles you have actually travelled.
- You **MUST** fully complete the form – incomplete forms may not be processed
- If you drive an electric car please tick the Electric Car box.

VOLUNTEER EXPENSE CLAIM

Please complete this form fully ensuring that you name and payment details are clearly included

Volunteer Name:		Period of Claim: (eg: January - February 2022)		
Role:		(Month or Quarter)		
In order to comply with inland revenue guidelines all claims must be supported by invoices, receipts, mileage log or other vouchers. PLEASE ATTACH VAT FUEL RECEIPTS TO ALL CLAIMS (need to be within period of the mileage claim, but not necessarily on those specific dates, and to equal or exceed the total claim)				
TRAVEL EXPENSES		Travelling from: to:		
	Date	Number of Miles	Public Transport £	Office Code
1.				
2.				
3.				
4.				
5.				
6.				
	Total: miles @0.45p = £	£	Travel Total: £
Please note that up to a max of 20 miles per day can be claimed. If your expenses are more per day please adjust the total here: Number of days in claim x 20 miles (£9) per day = £.....				
OTHER EXPENSES:*			£ Total	Office Code
*to be agreed with Head of Department/ Team Leader or Volunteer and Operations Manager				Other Total: £

I certify that the above expenses were incurred for valid business purposes

Signed (by volunteer)..... Date.....

Please complete bank details below if you are claiming for the first time. Please PRINT.

Payment by BACS transfer

Name of bank:
Account holder name:
Sort Code:
Account Number:

Please tick box below if you have an electric car. You can still claim 0.45p per mile

My car is Electric

FOR OFFICE USE

Before signing please ensure all expenses have been properly scrutinised

Claim Approved
(Palace Trust Staff)

Checked by
Accounts