

## Volunteer's monthly expense claim form

This form is to be completed by the volunteer and returned to the Home-Start office at the end of each month. The following expenses were incurred by me during my role as a Home-Start volunteer:

Name:			Address:			Month:	
						Year:	
Date	Journey from	Journey to	Purpose of journey	Mileage	Fares	Tel Calls <sup>1</sup>	Other expenses <sup>2</sup>
TOTAL							
<b>NOTES:</b> 1. If you need to make telephone calls in connection with your FAMILY visits, please try and keep them at the cheapest rate 2. Please discuss with the Coordinator, beforehand if possible, any other miscellaneous expenses. 3. <b>Submit your claim by the end of each month</b>				Total Claim		£	
<b>Please donate this claim of £_____ back to the Home-Start Rochdale Borough charity</b> <b>I would like to Gift Aid this donation YES/NO and my future claims YES/NO Please circle</b>  "I certify I hold a full driving license and have adequate Insurance cover, the car is roadworthy, taxed and I has a current MOT certificate.							
Signed: (Volunteer)  Date:  <b>Please provide your bank details if wish to receive your expenses by bacs</b>  Account name:  Account number:  Sort code:				<b><u>FOR OFFICE USE ONLY</u></b>			
				Checked:  Authorised:  Payment made on:  Cheque No:  Bacs:  Cash:			