

Poppyscotland

| Volunteer Expense Claim Form | | Account Name - Sort Code | | Account Number | | | |
|---|------|-----------------------------|--------------------|-------------------|--|-------------------|---------------------------------------|
| Name: | | | | | | | |
| Address: | | | | | | | |
| Details of Journey / Nature of Expense | Date | Miles Own Car | Claim £ Own Car | Project: Meals | Other Cost | Other Description | Date of Claim |
| Cost Centre: Rate | | Miles Own Car | | Project: Meals | | Other Description | |
| 1 | | | | | | | |
| | | | | | | | |
| 2 | | | | | | | |
| | | | | | | | |
| 3 | | | | | | | |
| | | | | | | | |
| 4 | | | | | | | |
| | | | | | | | |
| 5 | | | | | | | |
| | | | | | | | |
| I confirm that I have a valid driver's licence and insurance, my car has been maintained in accordance with the manufacturer's recommendations and has a valid MOT certificate (where appropriate). | | Total Miles | | £ | | £ | |
| Certified Correct by Claimant | | Date: | Vouch & Check | | Authorising Officer/Budget Holder Approval | | Additional Approval (where necessary) |

*** Please ensure that you sign the form in the space above**

Note : If any part of the claim includes other people, give details on reverse of this form.

Details of Subsistence /Meal including Other People

| Date | | | |
|--|--|--|--|
| Purpose of Meeting, meal etc | | | |
| Other persons included (name and position) | | | |

Comments on any other item included in the claim :

Volunteer Expenses Policy

Volunteers may request reimbursement of reasonable out of pocket expenses, such as travel costs and, if devoting a full day to PoppyScotland, a sandwich lunch or equivalent. Payment of reasonable expenses must be authorised by your staff contact in advance and receipts or tickets will be required.
 All authorised claims will be paid by electronic payment - so please ensure that you include your bank details on the front of the form - failure to add these details will prevent your claim form being processed

Car Usage

The first 10,000 miles in the fiscal year 45p per mile
 Above 10,000 in the same year 25p per mile