Volunteer Expenses Claim Form

This form is to be used to record the out of pocket expenses you incur while volunteering with East London NHS Foundation Trust. The types of expenditure for which we provide reimbursement are:

* Travel to and from the volunteering opportunity
* The cost of a meal up to a maximum of £4 (receipts to be attached) if you have volunteered for over 4 hours in one day
* Any other out of pocket expenses related to your volunteering which have been agreed with your Volunteer Supervisor in advance and for which receipts are provided.

Please ensure these are claimed on a regular basis

|  |  |  |
| --- | --- | --- |
|  Date  |  Type of Expenditure details  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL CLAIMED  |  |

Please use an Oyster Card if possible. Remember to keep receipts and proof of Oyster Card top up but only individual journey rates will be paid. You can also provide a print-out from TfL to highlight your Oyster Card usage. If using a contactless card for fares a copy of your statement highlighting the payments will be required. ELFT pay 56p per mile, for car drivers.

The above is a true record of my out-of-pocket expenses for attending my volunteer role. I understand that if I knowingly provide false information this may result in action being taken by the Trust and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of the information from this form to and by the Trust, NHS Protect and the Trust’s Local Counter Fraud Specialist (LCFS), for the verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Name of Volunteer (Print) …………………………… Date…………………….

Signature of Volunteer ……………………………….

**Internal use only**

**Budget code:**

**Name of Budget:**

**Signature of a budget holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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