

VOLUNTEER EXPENSE CLAIM FORM



Please complete all sections fully, legibly and accurately, attaching receipts where relevant. See overleaf for explanatory notes. We aim to pay your expense claim within 4-6 weeks of receipt; payment may be delayed if there is missing or incomplete information.

NAME:		PAO REF./VOLUNTEER NO. (if applicable)
ROLE:		
ADDRESS (incl. postcode):		
EMAIL (for remittance advice)		
PHONE NUMBER		
BANK ACCOUNT NAME		
SORT CODE:		ACCOUNT NO:
COURSE DETAILS		
COURSE TITLE		
COURSE LOCATION		
COURSE DATE		
DATE	DETAILS OF EXPENDITURE (See examples overleaf. Include CMS Case ref no. where relevant but do NOT include beneficiary personal details)	AMOUNT
TOTAL	Total Note: for additional claims please attach a separate sheet	

I understand that the information I have provided will be used only for the purpose of reimbursing out-of-pocket expenses, in accordance with RBL policy and procedures.

I certify that the above details are true and accurate and that I incurred the expenses wholly, necessarily and exclusively whilst engaged on official RBL business. Where claiming mileage for use of my vehicle, I confirm that I have a valid driver's licence, road tax, MOT and insurance which covers business use.

CLAIMANT	Signature:	Date:
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MEMBERSHIP DEPT USE: I confirm that I have checked this claim for accuracy in accordance with the RBL expenses policy and that all relevant receipts are attached.

APPROVED BY:

Name:	Signature:	Date:
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Position:

UNIT CODE:	4271-D010-	ACTIVITY CODE:	422000 Volunteer Expenses
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Please return to: Membership, The Royal British Legion, Haig House, 199 Borough High Street, London, SE1 1AA

ELIGIBLE EXPENSES

This form applies to all unpaid volunteers, including members carrying out activities on the RBL's behalf. Please see the table below for guidance on what can be claimed. Expenses will only be reimbursed if they comply with the principles and procedure set out below.

Travel – Public Transport	We will only reimburse 2nd class rail travel Taxis are only reimbursed in certain circumstances (for reasons of personal safety, needing to carry heavy items, where public transport is more expensive or not available or where you have a registered disability).	
Travel – Driving <i>(Please specify number of miles in Details of Expenditure)</i>	Cars	45p per mile for first 10,000 miles, 25p thereafter
	Motorcycle	24p per mile
	Bicycle	20p per mile
	Car parking fees/tolls	As charged
Accommodation	Hotel accommodation is booked centrally. Your course joining instructions include information about accommodation if the course is residential and provide a contact for booking requests if you feel overnight accommodation is required. Please give as much notice as possible, but even on the day of requirement a booking is possible, should an emergency occur. Accordingly accommodation costs will not be repaid if incurred outside these instructions.	
Subsistence (meals)	Breakfast (if leaving before 6.30am or not provided by hotel)	Up to £8
	Lunch	Up to £10
	Evening meal (when working after 8pm)	Up to £18
	Evening meal (when taken in hotel and not included in accommodation price)	Up to £28

Notes:

1. Attach all original itemised receipts. Where this isn't possible, please provide an explanation.
2. Expense claims must be submitted within three months from the date when the expenditure was incurred, unless there are exceptional circumstances, e.g. illness.
3. There is the option to waive your claim or claim less than the maximum rates above. This would be appreciated.
4. Both the claimant and authoriser must ensure that claims comply with the RBL's policy, SOP42 'Staff, Volunteers and Trustees' Expenses.