

FSC – AP – 06



VOLUNTEER RECORD OF HOURS AND EXPENSES CLAIM FORM

Please send your completed form to:
National Trust, Finance Service Centre, Epsom Court, Epsom Road, White Horse Business Park, Trowbridge, BA14 0XF

IMPORTANT NOTES:

- Please read the explanatory notes overleaf before completing this form.
- Please write legibly and complete all sections, as incomplete forms may have to be returned for completion before payment.
- Where possible, please attach VAT receipts for all expenditure.
- Please return this form to your line manager.

Account no:

Location Wild Ennerdale MonthYear

Name (please print)..... Contact Phone Number

Home Address

DATE	TOTAL HOURS	DESCRIPTION / DETAILS OF TRIP	MILEAGE RATE CLAIMED AT	NO. OF MILES	EXPENSES	
					£	p
TOTAL		TOTAL				
		MILES CLAIMED THIS YEAR				

Signature of Claimant Date

Type of Expenditure	R6417405-G-RP83-T-6905	£	p
Travel Only			
Subsistence Only			
Other Expenditure			
	TOTAL CLAIM		

Authorised By:.....

Print Name:

Job Title:

Date:

FOR FSC USE	£	P
Net Claim		
VAT		
TOTAL		

Record of hours

Please do not include travelling time or lunch breaks unless they are a specific part of your volunteer activity.

Volunteers who work 50 hours or more in any one year may be awarded a volunteer card at the Trust's discretion. Please speak to your manager for details.

Expenses

Reasonable out-of-pocket expenses will be offered by the Trust. Eligible items include mileage and subsistence. For a full list please read the Expenses for Volunteers Instruction, available from your line manager.

Please attach VAT receipts for all expenditure including petrol. VAT receipts for fuel cannot be dated after the date of the last journey claimed.

Please complete the cumulative total of miles during the Trust's financial year, which is March to February, i.e. the first monthly total will be March and the last total added will be your mileage for February.

If you can afford to claim only quarterly or half-yearly this would be much appreciated but is entirely at your discretion. If possible, please avoid claiming at the end of February (end of financial year).

Please use the New Claimant Form (FSC-AP-03) if claiming for the first time. If your details change, please notify us by completing FSC-AP-05.

Your account code can be found on your previous remittance advice under the heading A/C. If you are claiming for the first time, write FIRST in the 'Account No:' box.

Mileage rates for volunteers from 1st May 2011

<u>Motor Cars</u>	
Maximum per mile for all engine sizes	33p
Petrol only rate	16p
Diesel only rate	13p
<u>Motor Cycles</u> - single mileage rate for all engine sizes	20p
<u>Bicycles</u> - single mileage rate for all types of bicycles	20p

The volunteer mileage rates set by the Trust are intended to cover fuel and other on the road running costs, plus a contribution towards standing charges.

You may be able to claim an additional 1p per mile when carrying passengers – this is at your General / Property Manager's discretion.

If you have any creative ideas for reducing volunteer mileage and promoting greener transport initiatives, please share them with your line/ property manager.

Where volunteers are in a position either to waive their claims or to recover expenditure at less than maximum rates, their additional contributions are recognised and much appreciated.