

Volunteer Mileage Expense Claim Form

This form must be completed in order to receive mileage reimbursement. Please read the guidelines overleaf carefully before completing this form. Once complete, please return it to the Volunteer Coordinator or another FOBP employee.

Please complete ALL volunteer sections legibly.

Name Contact telephone no.

Address

..... Postcode

Date of travel	Volunteer team/activity	Task(s) undertaken	*Hours involved	Round trip miles
TOTAL HOURS / MILES				

Total return journey miles:	Miles	@ 25p per mile	£
Total return journey miles:	Miles	@ 16p per mile	£
TOTAL CLAIM			£

- EXCLUDING BREAK PERIODS

I confirm that this is a true record of my mileage whilst volunteering at Bedgebury Pinetum

Volunteer's name: Signature: Date:

Please specify the month for which you are submitting this claim (see reverse for guidelines):

Guidelines for completing the Volunteer Mileage Expense Claim Form

Please read these guidelines carefully before completing the mileage expense claim form. Incorrect or incomplete forms may be returned which may lead to your payment being delayed.

1. The Friends of Bedgebury Pinetum (FOBP) will make a contribution towards the cost of mileage for regular volunteers defined as 'those who are involved integrally in day-to-day operations and activities'.
Payments cannot be claimed for:
 - Courses for volunteers where payment is made for instruction
 - Work experience for school student's 14-16 years
 - Community group volunteers working under permission
 - Corporate / business volunteering
 - Contractor volunteers
 - Probation service
2. Claims may be made for the return journey from home to Bedgebury in order to undertake planned volunteering activities and for travel (previously authorised by staff) to external venues to undertake event activities, or to collect necessary resources.
3. Volunteers travelling together in the same car will be eligible for one claim only.
4. Volunteers must provide their bank details and a proof of address with their first claim. The proof can be a utility bill or bank statement. This information does not need to be supplied for subsequent claims.
5. A minimum of three volunteering hours must be achieved onsite in order to be eligible to make a claim for the trip.
6. A rate of either **16p** or **25p** per mile is offered to car drivers for a maximum return journey of **20 miles** (volunteers will be expected to use the most economical mode of transport open to them, with any deviation from car travel to be approved in advance by the Volunteer Coordinator). The rate selected is at the claimant's discretion.
7. A *Volunteer Mileage Expense Claim Form* must be properly completed and submitted in order for reimbursement.
8. Mileage expenses should be claimed monthly and submitted to the Volunteer Coordinator or another FOBP employee by the 5th day of the month following the month of claim. Forms will be processed by the FOBP Manager and payments will be made by the 20th day of the month following the month of claim. Any expense claims submitted after the 5th day of the month following may not be settled by the 20th day. Claims will not be accepted for volunteering dates more than 3 months old.
9. Payments will be made by BACS transfer only. Please ensure you complete a *Bedgebury Volunteer Application for Payments by BACS Form* and return it with your first claim to the Volunteer Coordinator or other FOBP employee.

Bedgebury Volunteer Application for Payments by BACS

This form must be completed in order for mileage expenses to be paid. Please complete all volunteer sections and return to the Volunteer Coordinator or other FOBP employee with your first claim. All data will be stored in accordance with the Data Protection Act 1988.

Name of Volunteer: _____

Address: _____

Post Code: _____

Bank Details

Bank Name: _____

Address: _____

Post Code: _____

Account Name: _____

Sort Code: _____

Account Number: _____

FOR OFFICE USE ONLY

Input By: _____

Date: _____