

West Lothian Bike Library CIC – Volunteer Expenses Claim Form



Effective 1 Feb 2019

Please use this form for claiming out of pocket expenses incurred whilst volunteering for the West Lothian Bike Library (WLBL). All claims made must adhere to [Volunteer Expenses Policy](https://www.wlbikelibrary.co.uk/wp-content/uploads/2019/01/Volunteer-Expenses-Policy-V2.0.pdf) and have the required authorisation. This can be viewed at <https://www.wlbikelibrary.co.uk/wp-content/uploads/2019/01/Volunteer-Expenses-Policy-V2.0.pdf>

Name				
Public Transport				
Event or Reason for Expense	Date of expense	Bus or Train?	Journey (To /From)	Amount claimed
				£
				£
				£
				£
Own Car Mileage at 35p/mile (maximum 20 miles)				
Event or Reason for Expense	Date of expense	No of miles	Journey (To /From)	Amount claimed
				£
				£
				£
				£
Parking Expenses				
Event or Reason for Expense	Date of expense	Duration	Parking Location	Amount claimed
				£
				£
				£
				£
Sustenance				
Event or Reason for Expense	Date of expense	Location		Amount claimed
				£
				£
				£
				£
Other expense (please describe below)				
Reason for Expense	Date of expense	Description of Expense		Amount claimed
				£
Total Claimed				£

Please attached receipts for all expenses to this form

I certify that the above is an accurate record of my volunteering expenses.

Signature Date/...../.....

Payment by BACS transfer is the preferred method of payment for WLBL.

Please complete Bank Details overleaf

Please complete your Bank Account details account below

Sort code Bank account

Name of Bank

For office use

Authorised by Date

Date paid Payment method: cheque/BACS (delete as appropriate)

N.B. The types of costs eligible for reimbursement are:

- Travel from home to where you are volunteering.
 - The most suitable method of travel will be agreed in advance when you agree to each activity.
 - Standard fares for public transport will only be paid if discounted fares are unavailable.
 - Mileage is paid at a rate of 35p per mile, to a maximum of 20 miles.
- Parking expenses, only if no free parking available at a reasonable distance.
- Sustenance, only if authorised in advance when attending full day events outside of WLBL Hub.
- Other, genuine expenses associated with your volunteering if authorised in advance.