



## Refugees Welcome North Somerset: Expenses Claim Form

### How to claim

#### Volunteers

- Please complete and return via email to Josie at [volunteer.coordinator@rwns.org.uk](mailto:volunteer.coordinator@rwns.org.uk)
- You will need to attach all receipts to your email and number them according to the claim
- Or, arrange to give Josie the receipts in person
- Please discuss with Josie in advance to ensure you can claim back your expenses

#### Paid Staff

- Please complete and return via email to Donna at [donna.king@rwns.org.uk](mailto:donna.king@rwns.org.uk)
- You will need to attach all receipts to your email and number them according to the claim
- Please discuss with Donna in advance to ensure you can claim back your expenses

Date	Description of activity	Description of expenses	Travel Method of transport: bus/train/car/taxi  Mileage	Receipt number	TOTAL £

**BANK DETAILS**

**Name on account:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Sort Code:** \_\_\_\_\_

Mileage is calculated at 45p mile for car and vans and 24p mile for motorcycles. The cheapest bus and rail should be purchased.

If your expenses claim includes car mileage, by claiming expenses you are confirming that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a current MOT Certificate.

**Signed by volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_