

Poppyscotland

Volunteer Expense Claim Form



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

Your key contact at Poppyscotland will be able to provide guidance on the process for claiming expenses, approving these **before** you incur them. We may be unable to process claims if they are not authorised in advance.

Volunteer details

Title:	Home address:		
First name:			
Surname:			
Telephone:	Postcode:		
Mobile:	E-mail:		
Volunteer Role:	<input type="checkbox"/> Area/Supermarket Organiser <input type="checkbox"/> Collector <input type="checkbox"/> Bud <input type="checkbox"/> Welfare <input type="checkbox"/> Other		
Preferred contact method:	<input type="checkbox"/> Email <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Landline <input type="checkbox"/> Post		

Bank account details

Name (as shown on account)	Sort Code	Account Number

Expense details

Expense Date	Details of expense (Please see notes page overleaf for an example)	Amount	
		£	p
TOTAL			

Declaration

I understand that the information I have provided will be used only for the purpose of reimbursing out-of-pocket expenses, in accordance with Poppyscotland 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 Poppyscotland business. Where claiming mileage for use of my vehicle, I confirm that I have a valid driving license, road tax, MOT and appropriate insurance.

I **have/have not** included a Journey Tracker as part of this claim.

Signed:	Date:
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Office use

I confirm that I have checked this claim for accuracy in accordance with the Poppyscotland expenses policy and that all relevant receipts are attached.

Signed:	Name & Position:	Date:
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Please return this form by email to volunteer@poppyscotland.org.uk or by post to: Volunteer Development, Poppyscotland, New Haig House, Logie Green Road, Edinburgh, EH7 4HQ

Volunteer Expense Claim Form – User notes

This form applies to all unpaid volunteers, carrying out activities on Poppyscotland’s behalf. All spending should be authorised in **advance** by your Poppyscotland key contact or line manager. 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 standard rail or coach 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 total number of miles in Expense details and provide your ‘Journey Tracker’ in support of your mileage.</i>	Own Car	45p per mile for first 10,000 miles, 25p thereafter. 5p per mile for each passenger.
	Motorcycle	24p per mile
	Bicycle	20p per mile
	Poppyscotland/Charity arranged hire vehicle	As per receipt
	Car parking fees/tolls	As charged
Accommodation	Should overnight accommodation be required for your volunteer role, please agree with your Poppyscotland contact and they will arrange to make the booking on your behalf.	
Subsistence (meals and refreshments)	At Poppyscotland, we are happy to reimburse all reasonable refreshment and meal costs associated with your role. Limits will be agreed with individuals on a case-by-case basis. As a guide: <ul style="list-style-type: none"> • A supermarket meal-deal (or equivalent) would be appropriate to claim for 5 hours+ of volunteering time. • When volunteering out with a Poppyscotland office, a hot drink for each 3 hours of volunteering is also appropriate. 	

Notes

1. Attach all original itemised receipts. Where this isn’t possible, please provide an explanation.
2. For **own car mileage** claims, a ‘[Journey Tracker](#)’ should be completed and returned.
3. Claims must be submitted within 3 months of the date the expenditure was incurred.
4. Both volunteer and authoriser must ensure that claims comply with Poppyscotland and the Royal British Legion expenses policies, summarised above. Further details on our expenses policy is available in the.
5. For further information on the potential tax implications of volunteer expenses, please see <https://www.gov.uk/volunteering/pay-and-expenses>.
6. You can ‘batch’ together claim items that are the same or similar eg multiple days of lunch or multiple fuel receipts for a hire vehicle.
7. Details provided on this form will be stored and processed inline with the [Poppyscotland Privacy Policy](#).
8. If required, please use a [Poppyscotland Volunteer Expense Claim Continuation Form](#).

Sample Expense details:

Expense details			
Expense Date	Details of expense	Amount	
		£	p
23/10-01/11/2020	104 miles at 45p per mile. Journey Tracker attached.	46	80
07/11/2020	Car Park fee – Dundee Shopping Centre – Poppy Saturday. Receipt attached.	5	50
5,6,7,9/11/2020	Meal deal lunches x 4 (£3.50 per day – Morrisons) – Area Organiser – Receipts attached.	14	00
2-14/11/200	Fuel for Poppyscotland arranged hire vehicle – Tesco Filling Station – Receipts attached.	50	01
TOTAL		116	31