

# BUILD Volunteer Expense Claim Form 2018-19

Volunteers giving their time and support to BUILD are encouraged and entitled to claim back out-of-pocket expenses associated with their roles and responsibilities, as agreed with their service coordinator. If volunteers wish to donate back their expenses, this can be done via the gift aid process, which allows us to claim back up to 25p for every £1 donated. Expenses are as follows:



Use of a private car insured for volunteering purposes: 25p per mile travelled on BUILD volunteering towards fuel costs only.

Public transport: The equivalent of the cheapest, and most direct, return fare on production of a valid ticket/receipt.

Taxi fares: These will only be paid for volunteers with disabilities and by prior agreement with the service coordinator to holders of an authorisation letter setting out the terms of the arrangement.

Car parking: Up to a maximum of £3.20 where a park and ride option is not used or prior agreement reached with a service coordinator.

Food and drink: Only refundable where an activity exceeds 3 hours in duration.

Activity costs: By prior agreement with a service coordinator.

**Expense claims should be submitted monthly using this sheet, with receipts attached. Expenses will not be paid without this form being completed. To reduce the costs to BUILD, all expenses will be paid directly into a bank account. Please supply these details to us so we can arrange for payment to be made.**

Name of volunteer:

Contact telephone number:

Bank name:

Account number:

Bank account name:

Sort code:

Role at BUILD (eg. CAP / Wednesday Club volunteer):

BUILD Charity Limited is registered in England and Wales with company number 8069610 and registered with the Charity Commission with charity number 1147395. Registered office: Church House, Church Alley, Redwell Street, Norwich, NR2 4SN

**Please list below the details of your expenses.**

Date	Expense Detail	Amount	Code (Office)

**Please put a tick next to the statements that are appropriate, then sign and date below:**

- I declare that the above expenses were incurred on legitimate and approved activities.
- I wish to claim this amount as a volunteer's expense
- Please treat the amount as a Gift Aid Donation. I confirm I have paid, or will pay, an amount of Income Tax/Capital Gains Tax for the current tax year (6 April to 5th April) that is at least equal to the amount of tax that all charities and Community Amateur Sports Clubs that I donate to will reclaim on my gifts for the current tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the charity will reclaim 25p of tax on every £1 that I have given.

Signature (typed name is acceptable):

Date:

**Next Steps: Either email this form (AND scans of all receipts / tickets) to [finance@buildcharity.co.uk](mailto:finance@buildcharity.co.uk) OR print and post the form and receipts to BUILD, Church House, Church Alley, Redwell Street, Norwich, NR2 4SN. Thank you for your support.**

**For office use only:**

Service Co-ordinator authorisation:

Date:

Finance / CEO authorisation:

Date:

Date paid:

Method of payment:

- Bank transfer
- Cash
- Cheque