

Volunteer Monthly Expense Claim Form

Please complete this form in full, and return it to the Home-Start Barnet office by the 5th of each month. **Claims older than three months will not be paid.**

I incurred the following expenses during my work as a Home-Start volunteer:

Name:		Address:			Month:		
		Post Code:			Year:		
Date	Journey from	Journey to	Purpose	Mileage	Fares	Tele calls	Other expenses
TOTALS					£		
<p>NOTES:</p> <ol style="list-style-type: none"> If you need to make telephone calls in connection with your FAMILY visits, please try to make them at the cheapest rate. Please discuss miscellaneous expenses with your co-ordinator, beforehand if possible. Please submit your claim by the 5th of each month. GIFT AID: If you do not wish to claim your expenses and would consider donating the money to Home-Start please complete the form, tick the check box <input type="checkbox"/> and contact the office for a Gift Aid form. 						Total Claim	£
<p>If your claim includes car mileage please complete:</p> <p><i>"I certify that I hold a full driving licence, have adequate insurance cover, and that the car is roadworthy and taxed with a current MOT certificate."</i></p>							
Signed:				Date			
FOR OFFICE USE							
Volunteer Signed:				Co-ordinator Checked			
				Authorised			
Date:				Payment made on			
				Cheque No.			