

## Volunteer / user involvement expense claim

Thank you for everything you do for the Alzheimer's Society.

As volunteers or those sharing your experience of dementia, you should not be out of pocket for your time. We would encourage you to claim expenses using the information and form below.

Remember:

- To attach receipts for your claim.
- Claims should be made within 3 months of your volunteering / involvement. Allow time for your volunteer manager or staff contact to approve and send onto Finance.
- You don't need to print and sign the form; you can type your signature and send on to your volunteer manager or staff contact by email.
- For meals, you can claim up to:
  - £8.50 for breakfast
  - £10 for lunch
  - £30 for dinner

If you have any questions, please talk to your volunteer manager or staff contact.

## Volunteer/user involvement expense claim

Month/year:

Your details – for claims from April 2024, please re-submit your details for our new system.

Name:	
Address:	
Postcode:	
Email address:	

If your details change, please supply your new details above and indicate below that there is a change:

Are you letting us know of a change in your information?	New email address: Yes                      No	New address: Yes                      No	Name change: Yes                      No
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Please note that expenses can only be processed if you include the appropriate receipts. Current mileage rate is 45p per mile up to 10,000 miles. Please find our expenses guidance with what you can and can't claim for [here](#). Our expenses policy is [here](#).

Bank details – for claims from April 2024, please re-submit your details for our new system.

We normally pay your expenses directly into your bank account.	
From April 2024 we have a new finance system and will create you a new expenses account. Please complete your bank details. The first time you claim, or, in the future, if you need to change your bank account information, please let us have your details below.	
Sort code:	
Account number:	

# Volunteer/user involvement expense claim

## Your claim:

Date	Description of expense (details including start/finish postcodes for mileage claims)	Miles travelled (if applicable)	Copy of receipt attached (yes/no)	Amount (£)
Total mileage this claim:			Total:	

## Mileage brought forward from last claim:

I confirm that the above expenses have been incurred in line with the Travel and Expenses policy and I hold the original receipt(s).

**Claimant's signature:**

**Date:**

Submit your completed expenses claim form, with either originals or copies of the receipts, to your volunteer manager. If you are unsure who this is, please contact [volunteering@alzheimers.org.uk](mailto:volunteering@alzheimers.org.uk). You will need to keep the original receipts for your own records. The Society reserves the right to request to see the original receipt within 6 months of the claim for auditing purposes.



## Volunteer/user involvement expense claim

<b>Office use only: expenses summary to be verified and authorised by volunteer manager</b>				
Expense title/detail	Workorder	Funder code	Restriction code	Amount £
			<b>Total Mileage carried forward:</b>	£ -

Please ensure the expenses claimed have been totalled correctly and include relevant receipts.

Use your usual work order funder and restriction code for your area of work. Code details can be found in [this document](#).

Volunteer expenses do not come from your local budget. As the volunteer manager you are responsible for ensuring claims are proportionate and reasonable to the activity.

I confirm that the above expenses/mileage are verified and I'm now authorising payment.

Signature:		Printed name:	
Date:		Budget holder signature (if claim is over £500):	

Volunteer managers can authorise expense claims up to £500. Please forward this form to the Society Accounting Centre accompanied by valid receipts as outlined in the Travel and Expenses Policy. Expense claims over £500 must be authorised by the budget holder, who then forwards claims to Society Accounting Centre.

Email address to send approved claims: [finance\\_queries@alzheimers.org.uk](mailto:finance_queries@alzheimers.org.uk)