

Ahoy!

We really appreciate the time that you give to The Literacy Pirates.

You can claim expenses for volunteering with us. We follow best practice in the volunteer sector, and endeavour to enable you to volunteer with us, without incurring personal costs.

Our approach on expenses is that reimbursement will be made for any travel costs incurred of up to £10 per day that are additional to daily travel costs. Where appropriate, for food of up to £5 per day if the session is longer than five hours up to £5 per day.

Our Volunteer Manager authorises claims, they should be made within 14 days of the expense being made. They will be paid in cash or via BACS, usually within two weeks.

### **Procedure**

1. Complete the below Volunteer Expenses Claim Form
2. Claims must be accompanied by invoices or VAT receipts or travel receipt
3. All claims must be signed by the volunteer and one of the Volunteer Team or Volunteer Manager
4. Only actual costs incurred with corresponding receipts can be reimbursed.

### **Authorised Expenses**

- Travel on public transport between the volunteer's place of residence and the Ship you volunteer at, up to a maximum of £10 per day.
- Travel on public transport using pay-as-you-go oyster cards can be claimed for by submitting a copy of the journey history and highlighting which journeys are being claimed for. The volunteer should register their oyster card online prior to incurring the expense so that they can access this journey history. Do **not** claim for the 'top-up' cost of the card.
- A claim cannot be made for the cost of a volunteer's regular weekly/monthly/yearly travel card, as this does not constitute as an 'additional' travel expense.
- You can find claim rates for cars, vans, motorbikes and bicycles here <https://www.gov.uk/expenses-and-benefits-business-travel-mileage>
- Food during the volunteering session can also be claimed if the session is longer than five hours up to £5 per day.
- Other activities undertaken during the volunteering session which are likely to incur expenses should be authorised in advance by the Volunteer Manager. Failure to do so could result in the expense claim being rejected.



## Volunteer Expenses Claim Form

Please complete all boxes and in BLOCK CAPITALS.  
Please staple receipts to the back of this form.

<b>Your Name</b>	
<b>Your Signature</b>	
<b>Date of Claim</b>	
<b>Total Amount Claimed</b>	

<b>Date of Purchase</b>	<b>Description</b>	<b>Cost £</b>

<b>Claims over £10 will be made by bank transfer. Please provide your bank details below.</b>	
<b>Name on Account</b>	
<b>Bank</b>	
<b>Sort Code</b>	
<b>Account Number</b>	

<b>Please ask one of the Volunteer Team to sign</b>	
<b>Approved by</b>	
<b>Print Name</b>	
<b>Date</b>	