**Volunteer Name**:

**How to claim travel expenses**

**Please arrange with your Volunteer Supervisor to submit your BACS details to the Finance department.**

* OnFife will always reimburse volunteers for travel expenses incurred, within the Fife Region, in getting to their placement venue. Volunteers resident outside Fife will be entitled to claim travel expenses within the Fife Region only.
* Please complete and return this form on a **monthly basis,** towards the end of the month, to your named OnFife contact/ supervisor
* You will need to attach all fuel/travel receipts or tickets to this form and number them according to the claim.
* Expenses will be repaid by BACS around 2 weeks from the date that the form is received.

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| --- | --- | --- | --- | --- | --- |
| **Date**  | **Description of activity**  | **Description of expenses** *Home to venue and return - no need to include addresses*   | **Travel**  | **Receipt Included**  | **Total (£)**  |
| Method of transport : bike/bus/train/car/taxi  | Mileage (car or motorcycle only)  | *We only need one fuel receipt for the month* *Tickets/receipt required for each journey*  |
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**NOTES:**
Mileage is calculated at 45p per mile for cars 25p per mile for motorcycles and 5p per passenger per mile. The cheapest bus and rail should be purchased.

​​☐​   If your expenses claim includes car mileage please tick box to confirm that you hold a full driving licence, have insurance cover, that your car is roadworthy, taxed and has a current MOT Certificate.

**Signed by volunteer**:    ​ **Date**:  ​

**Approved by:**   ​Click or tap here to enter text.​