**Volunteer** **Expense Claim Form**

Befrienders Highland

1st Floor, Academy House, Academy Street,

Inverness, IV1 1JT

Phone: 01463 712 791

Email: admin@befriendershighland.org.uk

Please complete at least quarterly and return with receipts. Note: ALL claims will be paid by bank transfer. If you would like to donate the cost of your expenses to Befrienders Highland, please tick the box below. We can also claim Gift Aid on your donation if you complete the form overleaf.

**Car Use** Car users may claim 45p per mile, up to a maximum of £8.00 each way. Any car used by you as a Befrienders Highland volunteer is to have a valid MOT certificate and be covered by the necessary insurance.

**Telephone Calls** We pay 4p/minute for calls. If, however, your calls are charged at a higher rate, please provide copies of phone bills, showing the duration and actual cost of calls made.

**General Expenses** Claims for general expenses will be limited to £10.00 per contact. If you expect a planned activity or special occasion with your friend will exceed this amount (e.g. birthday trip to the theatre), please contact your coordinator in advance to obtain authorisation for additional expenditure.

If you have any queries about expenses, please email admin@befriendershighland.org.uk

**Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date  Phone / Fax : 01463 712791  Email: info@befriendershighland.org.uk  2nd Floor  19 Church Street  INVERNESS  IV1 1DY  **FOR OFFICE USE ONLY**    Paid by staff (Date)     CASH (File number)     CHEQUE (Number)  Received by    Approved by  **TOTAL** | Description  (Travelling to / from, length of phone call, other costs, etc.) | Mileage if using own car | Cost of mileage / other travel | Cost of Phone call (see above) | Other Costs |
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|  | **SUB-TOTALS:** |  |  |  |  |

**GRAND TOTAL:**

**Bank Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please treat my expenses as a donation (if ticking this box, please turn over to read about Gift Aid).

**Bank Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Payee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Office Use**

**Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Ref. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Gift Aid is a UK Government tax scheme. As an exempt charity, Befrienders Highland can reclaim basic rate tax on qualifying donations from UK taxpayers.

If you are a UK taxpayer and eligible to Gift Aid your donation, please complete and return the form below. This will increase your gift by 0.25p for every £1.00 given (at current rate), at no extra cost to you. Thank you!

Please complete in BLOCK CAPITALS

|  |
| --- |
| Name: |
| Address: |
| Postcode: |
| Telephone No. |
| Email: |

I would like Befrienders Highland to treat all qualifying donations as Gift Aid donations.

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration, and in the past four years. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay the difference. If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self-Assessment tax return if you want to receive the additional tax relief due to you.

|  |  |
| --- | --- |
| Signature: | Date: |

Please notify Befrienders Highland if you want to cancel this declaration, change your name or home address, or no longer pay sufficient tax on your income and/or capital gains.