

Volunteer timesheet and expenses claim form

This form is for use by volunteers in order to record their time spent volunteering and to reclaim legitimate expenses incurred in the course of their volunteering.

Please attach all receipts in the enclosed envelope. Please number each receipt you submit.

Expenses should be reclaimed monthly and will be repaid by cheque.

Volunteer name:	
Month:	
Date claim form submitted:	

Timesheet

Date	Start	Finish	Total time
Total time			

Expenses

Date	Receipt Number	Details	Amount
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
Total claim			£

I confirm that this is a legitimate record of my time spent volunteering and the expenses I have incurred.

Signed

Please return this form to

Authorised by:	
Signed:	
Date:	