ISEP Volunteer Expenses Claim Form

### Using this template

Whilst acting under the auspices of ISEP, volunteers are covered by ISEP’s main business travel policy. ISEP will reimburse Volunteers for any reasonable out-of-pocket expenses. Any authorisation for expenditure must be sanctioned by ISEP prior to the event. We will only reimburse the amount that Volunteers have spent as a result of volunteering, up to agreed maximum levels. We pay by BACS. It remains the decision of the Volunteer as to whether they want to claim expenses or not.

Volunteers must complete the information below, sign the declaration and submit this form within 30 days of accruing the expense. Please note that itemised and detailed tickets and receipts must be provided in order to reclaim expenses.

|  |  |
| --- | --- |
| Name of ISEP volunteer group |  |
| Volunteer name |  |
| Volunteer address |  |
| Name of bank |  |
| Sort code |  |
| Account number |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date expense incurred | Reason for expense | Mode of transport (train/plane/taxi) | Car/vehicle details | Car/vehicle manufacturer | Car/vehicle model | Car/vehicle engine CC | Amount in GBP (£) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

I declare that all my expenses are of a true and fair cost and are in accordance with ISEP’s Volunteer Travel and Expenses Policy, which can be found on the Volunteer Hub.

Signed:

Date:

### Terms and conditions

* Any authorisation for expenditure must be sanctioned by ISEP prior to the event so that relevant budget holders can be notified. This must be done in writing to volunteering@isepglobal.org and it will be forwarded to the relevant department budget holder for onward action.
* Exceeding 30 days submission after the expenses are incurred may result in claims not being paid.
* All expenses must be accompanied by an itemised receipt to refund expenditure. Where possible, please supply a VAT receipt.
* For the ISEP Volunteer Travel and Expenses Policy please go to the Volunteer Hub on the ISEP website. We expect ISEP Volunteers to have read this in advance of submitting a claim.

### Internal use only

Agreed by ISEP Staff: [print name]

Signature:

Date:

Volunteers must return all completed forms to [info@isepglobal.org](mailto:info@isepglobal.org), or directly to their ISEP point of contact. If there are any questions about this process, please don’t hesitate to get in touch.