



The Cinnamon Trust

Registered Charity No. 1134680

Volunteer Expenses Claim Form

Volunteer Name:-	Contact ID No.:-
Volunteer Address:-	
Pet Owner's Name:-	Pet Name/Case ID No:-
Month Of Claim:-	

Travel Expenses

Date	Mileage (Round Trip)	Cost @ £0.40 / Mile
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
Total	Miles	£

- Travel to and from collecting the pet constitutes a 'Round Trip' i.e. Volunteer's home to Pet Owner's home and back to Volunteer's home.
- Reimbursement for travel is paid at 40p per mile.
- The trust encourages volunteers to submit monthly expense claims (by pet) to assist with prompt payment.
- Volunteer expense forms can be submitted via email to expenses@cinnamon.org.uk to assist with prompt payment.
- Please provide receipts for all other authorised expenditure.
- Please use continuation sheet (page 2) for larger claims.
- First time claimant's or claimants with new bank details to complete BACS form attached (page 3).
- Example of completed form on Page 4.

Other Authorised Expenses

Date	Description	Cost
		£
		£
		£
		£
		£
		£
	Total	£



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Volunteer Expenses Claim Form Continuation Sheet

Travel Expenses

Date	Mileage (Round Trip)	Cost @ £0.40 / Mile
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
Total	Miles	£

Other Authorised Expenses

Date	Description	Cost
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Total		£



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Volunteer Expenses BACS Authorisation Form

Volunteer Name:-	Contact ID No.:-
Volunteer Address:-	

Bank Name	
Bank Address	
Name of Account (Payee)	
Account Number	
Sort Code	
Reference Number (If Required)	



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Registered Charity No. 1134680

Volunteer Expenses Claim Form

Volunteer Name:- Joe Bloggs	Contact ID No.:- 123456
Volunteer Address:- 52 Festive Road, London, SW1A 2AA	
Pet Owner's Name:- Sally Hill	Pet Name/Case ID No:- Spot / 12345
Month Of Claim:- September 2021	

Travel Expenses

Date	Mileage (Round Trip)	Cost @ £0.40 / Mile
01/09/2021	10 Miles	£ 4.00
08/09/2021	10 Miles	£ 4.00
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
Total	20 Miles	£ 8.00

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Other Authorised Expenses

Date	Description	Cost
15/09/2021	Grooming	£ 30.00
		£
		£
		£
		£
		£
	Total	£ 30.00