



## The Cinnamon Trust

Registered Charity No. 1134680

### Volunteer Expenses Claim Form

<b>Volunteer Name:-</b>	<b>Volunteer ID No.:-</b>
<b>Volunteer Address:-</b>	
<b>Pet Owner's Name:-</b>	<b>Pet Name:-</b>
<b>Month Of Claim:-</b>	

- 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.
- To assist with prompt payment, The Trust encourages volunteers to submit monthly expense claims (by pet) via email to [expenses@cinnamon.org.uk](mailto:expenses@cinnamon.org.uk).
- 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.

#### Travel Expenses

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

#### Other Authorised Expenses

<b>Date</b>	<b>Description</b>	<b>Cost</b>
		£
		£
		£
		£
		£
		£
<b>Total</b>		£



# The Cinnamon Trust

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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	£
<b>Total</b>	<b>Miles</b>	<b>£</b>

### Other Authorised Expenses

Date	Description	Cost
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	<b>Total</b>	<b>£</b>



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### Volunteer Expenses BACS Authorisation Form

<b>Volunteer Name:-</b>	<b>Contact ID No.:-</b>
<b>Volunteer Address:-</b>	

<b>Bank Name</b>	
<b>Bank Address</b>	
<b>Name of Account (Payee)</b>	
<b>Account Number</b>	
<b>Sort Code</b>	
<b>Reference Number (If Required)</b>	



## The Cinnamon Trust

Registered Charity No. 1134680

### Volunteer Expenses Claim Form

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

- 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.
- To assist with prompt payment, The Trust encourages volunteers to submit monthly expense claims (by pet) via email to [expenses@cinnamon.org.uk](mailto:expenses@cinnamon.org.uk).
- 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.

#### 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	£
<b>Total</b>	<b>20 Miles</b>	<b>£ 8.00</b>

#### Other Authorised Expenses

Date	Description	Cost
15/09/2021	Grooming	£ 30.00
		£
		£
		£
		£
		£
	<b>Total</b>	<b>£ 30.00</b>