



The Cinnamon Trust

Registered Charity No. 1134680

Volunteer Expenses Claim Form

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

- 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 45p 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.
- 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 @ £0.45 / Mile
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
Total	Miles	£

Other Authorised Expenses

Date	Description	Cost
		£
		£
		£
		£
		£
		£
Total		£