



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		£

Registered Office: 10 Market Square, Hayle, Cornwall, TR27 4HE
 Company Number 07004861
 Tel: 01736 757900
 Email: admin@cinnamon.org.uk
www.cinnamon.org.uk



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Registered Charity No. 1134680

Volunteer Expenses Claim Form Continuation Sheet

Travel Expenses

Date	Mileage (Round Trip)	Cost @ £0.45 / Mile
	Miles	£
	Miles	£
	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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Volunteer Expenses Claim Form

Volunteer Name:- Joe Bloggs	Volunteer ID No.:- 123456
Volunteer Address:- 52 Festive Road, London, SW1A 2AA	
Pet Owner's Name:- Sally Hill	Pet Name:- Spot
Month Of Claim:- September 2022	

- 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
01/09/2022	10 Miles	£ 4.50
08/09/2022	10 Miles	£ 4.50
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
	Miles	£
Total	20 Miles	£ 9.00

Other Authorised Expenses

Date	Description	Cost
15/09/2022	Grooming	£ 30.00
		£
		£
		£
		£
		£
	Total	£ 30.00