**The Cinnamon Trust**

**Vehicle Type:- Petrol/Diesel/Electric/Hybrid**

**Registered Charity No. 1134680**

**Volunteer Expenses Claim Form**

**Travel Expenses**

**Volunteer Name:-**

**Volunteer ID No.:-**

**Volunteer Address:-**

**Pet Owner’s Name:-**

**Pet Name:-**

**Month Of Claim:-**

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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.

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Reimbursement for travel is paid at 45p per mile.

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To assist with prompt payment, The Trust encourages volunteers to submit monthly expense claims (by pet) via email to

expenses@cinnamon.org.uk

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Please provide receipts for all other authorised expenditure.

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Please use continuation sheet (page 2) for larger claims.

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First time claimant’s or claimants with new bank details to complete BACS form attached (page 3).

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Example of completed form on Page 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  | **Mileage (Round Trip)**  |  |  | **Cost @ £0.45 / Mile**  |
|  |   | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
|   |  | **Miles**  | **£**  |  |
| **Total**  |  | **Miles**  | **£**  |  |

**Other Authorised Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  | **Description**  |  | **Cost**  |
|  |  | **£**  |  |
|   |   | **£**  |  |
|   |   | **£**  |  |
|   |   | **£**  |  |
|   |   | **£**  |  |
|  | **Total**  | **£**  |  |

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