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

- 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) and within 3 months 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	**£**
Total	**Miles**	**£**

Other Authorised Expenses

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

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