

Wiltshire Wildlife Conservation Volunteers Expense's Claim Form



Name: _____ Address: _____
 Phone: _____ Post Code: _____

Claim Details			Treasurer's Cost Centre Allocation							
Date	Details of Expense (use as many lines as needed)	£	Travel	Maintain Repairs	New Tools	Fuel and Oils	Postage	Stationery	Room Hire	First Aid
Totals										

Complete Claim Details ONLY, sign and date, attach all receipts and send to the Treasurer.

Signature: _____ Date: _____ Authorised By: _____ Date: _____

Claims can be made by the following people:

- Registered chainsaw and brush-cutter users, for fuel and oil. Consult if you need spares or repairs;
- Task Leaders, for any necessary materials required to complete their tasks ¹;
- Committee members, for purchases and expenses required to fulfil their roles;
- Any volunteer, for travel expenses ².

¹ Task Leaders can claim for things that volunteers need for their work; that is protective gear, tools and materials for maintaining and running the tools. Site managers should provide any materials to be installed on site. If in doubt contact the Treasurer or a committee member to confirm whether an item is claimable from WWCV.

² Volunteers can claim mileage from WWCV for travel to non-WWT sites. Claims for travel to WWT sites should be made directly to the Wiltshire Wildlife Trust.

Task Leaders can claim over £30 only if the expenditure is approved by the committee.

Committee members can claim over £30 only if the expenditure is approved by two other members of the committee.

Committee members can claim over £100 only if the expenditure is approved by the full committee.

There is a limit of £30 on each individual purchase; anything more needs to be approved beforehand by the committee.

All claims should be accompanied by receipts and sent to the treasurer:

Rod Poynting
Greenwood Cottage
109, Bodenham
Salisbury
Wiltshire
SP5 4EU

☎ 01722 322236 ✉ rod.poynting@hotmail.co.uk

If you have not already done so, can you send the following bank account information to the treasurer so that your account can be registered with our bank for electronic transfers.

Account name
Account number
Bank sort code