



ARC Expenses Claim Form

Name (claimant)		Additional Information for Finance team
Payment Method requested Bank transfer ¹ Cheque ² Cash		Signed (claimant)
Total Amount		Authorised (Arc)
Date of Claim	Date Claim Paid	Signed (claimant) when paid in cash

NOTE. CLAIMS MUST BE MADE WITHIN A MONTH OF THE EXPENSE

Transport			Public Transport Receipts must be attached	
Volunteer maximum daily mileage allowance is 20 miles				
Date	From/to/return	Miles if applicable	Amount claimed	Project
		@ 45p (Car)/Mile =		
		@ 45p/Mile =		
		@ 45p/Mile =		
		@ 45p/Mile =		
		@ 45p/Mile =		
	Note. Maximum Daily travel allowance £9 for volunteers	SUB-TOTAL		
Subsistence				
Volunteer lunch allowance is £1.50				
Date	Nature of expense (e.g. Lunch, Parking)	Amount claimed	Project	
	Note. Maximum daily lunch allowance is £1.50 for Volunteers	SUB-TOTAL		
Other				
Please attach your receipts				
Date	Nature of expense (e.g. milk, materials)	Amount claimed	Project	
		SUB-TOTAL		

¹ Please complete a Bank Details form if you have not previously been paid directly into your bank account.

² Note. Cheques not cashed within 6 months may not be accepted by the bank & will be written off by Arc.