|  |  |
| --- | --- |
| **Expenses claim form** |  |

**Your details**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | Date submitted | Click to enter a date |
|  |  |
| Address |  |
|  |  |  |  |
| Postcode |  | Email |  |

**I wish to claim the following expenses incurred by me in connection with:**

|  |  |
| --- | --- |
| Activity/occasion/event | Full name of the group, meeting or event |
|  |  |
| Date of event | Click to enter a date |

**Details of items to be claimed**

Please attach all receipts to the email with the claim form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Currency** |  | **Value** |
| Transport | From: (station / airport / city)To: (station / airport / city)  |  | Methode.g. rail / tube / air / coach / taxi |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Transport | From: (station / airport / city)To: (station / airport / city)  |  | Methode.g. rail / tube / air / coach / taxi |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Use of private car(45p per mileor 45c per mile) | From: To: Notes: e.g. multiple stops or return  |  | Number of miles to claim |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Subsistencee.g. meals, hotel (please specify) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other expenses (please specify) | e.g. parking |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **TOTAL(S)** |  | **GBP** |  |  |
|   |  | *I apply for payment of the amount shown on this claim form and confirm that the details are correct and the expenses claimed were actually and necessarily spent by me in the course of my volunteering activities. I attach original receipts and understand that claims will only be paid if they comply with the expenses policy.* |  |  |  |  |  |
|  |  |  |  |  | **EUR / USD / Other (please specify)** |  |  |

**Payment Information**

|  |
| --- |
| For direct bank transfer please complete your details below. If you have previously made a claim and your bank details have not changed you may leave this section blank.  |
|  |  |  |  |  |
| **For all payments** |  |  |  |
| Bank name |  | Bank address |  |
|  |  |  |
| Account name |  |  |
|  |  |  |  |  |
| **For UK payments** |  |  |  |
| Sort code |  | Account number |  |
|  |  |  |  |
| **For European payments** |  |  |
| SWIFT/BIC code |  | IBAN number |  |
|  |  |  |  |
| **For US payments** |  |  |
| Domestic routing number |  | Account number |  |
|  |  |  |  |
|  |  |  | (Will be posted to the name and address used on page one) |
| If you would prefer to be paid by cheque, please indicate here (X) |  |
|  |  |

**Authorised personnel only:**

**Budget code(s)**

|  |
| --- |
|  |

**Claiming expenses at IOP**

Members and volunteers are vital in supporting and enabling the IOP to do everything we do. Your contribution is your time and therefore we want to ensure that no one is left out of pocket. We want volunteering to be accessible to everyone and one way to do this is to remove any financial barriers.

**The expenses process**

We want the process to be easy and transparent and aim to pay all claims within four weeks. Many of our approvers are volunteers and will attend to your claim as soon as they are able. Once the claim is approved and sent to Finance, you will receive the money within 10 working days (included in the four weeks noted above).

If you have any queries or have not been paid within four weeks, please contact your approver.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\20DFDCD0.tmpComplete** **Form** |  | **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\24BCEB5E.tmpEmail form to Approver** |  | **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\13F68F1C.tmpApprover sends claim form to Finance** |  | **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\9B6BEF8A.tmpClaim Paid** |
| We ask for this to be completed electronically to enable accurate & timely payment.  |  | Email ensures the information goes where it should and allows us to track requests and claims. |  | Once approved, the approver will send the claim to Finance. |  | All claims will be paid within 10 working days of receipt in Finance. |

**What can I claim?**

We will reimburse reasonable out of pocket expenses incurred in connection with official IOP meetings and events. In all cases, receipts must be retained and submitted with the expense claim via a scan or picture format.

As we are a charity it is important we use our resources to their best effect and therefore ask that volunteers travel by the most economical means, e.g. standard class rather than first. To get the best prices, booking in advance and travelling off-peak often helps reduce the cost.

Contactless payment used for public transport up to the value of £30 (or equivalent) does not require a receipt.

Personal cars may be used where it is impractical or less cost effective to use public transport. We reimburse all mileage at a rate of 45 pence/cents per mile. It is the responsibility of the individual to ensure that their insurance policy covers them for such use and the car is roadworthy. Unfortunately, we can’t accept liability for any loss or damage.

Where accommodation is necessary for practicality, or if the combined cost is cheaper than travelling on the day of the event, we will cover the cost of hotels and meals.

If in doubt, please ask an IOP representative before incurring costs.

**Your privacy matters to us**

We take your privacy seriously and are committed to protecting the personal information you share with us. For more details about how we handle your personal information, please see our [Privacy Notice](http://www.iop.org/privacy/index.html).

Please note that your personal details will be retained by the IOP in order to allow us to reimburse you on an ongoing basis until such time as you no longer undertake work on behalf of the Institute.

**Thank you for supporting the IOP. We are always looking for ways to improve and would love your feedback on the expenses process via this** [**link**](https://www.smartsurvey.co.uk/s/MemberAndVolunteers/)**.**

**Guidance to approvers of volunteer expenses at IOP**

Members and volunteers are vital in supporting and enabling the IOP to do everything we do. We want volunteering to be accessible to everyone and one way to do this is remove any financial barriers. Therefore, it is important we respond to any financial claims quickly.

**The approver process**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\20DFDCD0.tmpReceive** **form** |  | **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\24BCEB5E.tmpReview** **the claim** |  | **C:\Users\sew\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO\13F68F1C.tmpSend the claim to Finance** |  | **Claim Paid** |
| This should be an electronic form received by email. |  | See below for what to check to ensure the validity of any claim before approving |  | Once approved, check budget codes and send the claim to London.Finance@iopfinance.org |  | All claims will be paid with 10 working days of receipt in Finance |

 **Timelines**

* We aim to pay volunteers within three weeks of receipt of a claim.
* This requires approvers to send any claims to Finance within **a week** of receipt.

**What do I need to check?**

* Are the expenses reasonable (e.g. standard class travel rather than first class)?
* Are there receipts attached for each item claimed (noting the £30 exception for contactless payment on transport)?
* Is the claim within policy guidelines (e.g. correct mileage rate)?

If you are in any doubt, please refer back to the claimant to clarify.

**Next steps**

* If the claim is valid, budget codes will need to be provided.
* Codes can either forward the original email claim with the budget codes included in the body of the email or typed into the form along with your approval when submitting to London.Finance@iopfinance.org.
* All claims emailed to Finance on or before 24th of each month will be included in that month’s statement/transaction list.

**Personal data**

It is important you collect, process and dispose of data in accordance with General Data Protection Regulations. It is your responsibility to safeguard it appropriately; please ensure any forms you send containing personal information are password protected. Once confirmation of receipt has been received, please delete the data securely from all relevant folders.

**We are always looking for ways to improve and would love your feedback as an approver of the expenses process via this** [**link**](https://www.smartsurvey.co.uk/s/MemberAndVolunteers/)**.**