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# Out of pocket expenses Covid vaccination volunteers claim form

# MONTH \_\_\_\_\_\_\_\_\_\_\_ 2021

In line with guidance from Voluntary Action Rotherham and national good practice, we have amended how we pay out of pocket expenses.

Volunteers can claim the following: -

* Bus and train fare – **scan or send a screen shot of your ticket.**
  + If you use a travel pass, please discuss this with the team.
* Mileage at the following rates
  + Car or van 45p per mile
  + Motorbike 24p per mile
  + Bicycle 20p per mile
  + Passenger (ie if two volunteers are travelling together) plus 5p per mile.
* Drink are provided at all sites so should not be claimed.
* Generally, sessions are am/pm/evening; and can last 3-5 hours. Volunteers should rarely -if ever - be asked to work more than one session in a day. If you are **asked** to work consecutive sessions on one day, you may be able to claim for a meal; however, this needs to be agreed with the team beforehand. Please note this would not apply if a volunteer chose to stay later than their allocated session.

**Contact details of person claiming:** Name:

Address: Phone number: Email Address:

**Payment Process:**  Payment will be made by cheque to the name above.

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| **Date** | **Location** | **Session time** | **Busfare** | **Miles - home to venue and back** | | **Other out of pocket expenses** | **Your initial** | **Confirmed by (NHS staff)** |
| **Total miles** | **X rate ie .45p** |
| *Eg 1.2.21* | *St Annes* | *Am (8.30-1)* |  | *4* | *£1.80* |  | *Example* | *example* |
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**Authorised by: Helen Wyatt**

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| **Office use** |  | | |
| **Date received** |  | Finance Code: | 581177-521610KC-00000. |
| **Date Paid** |  | Payment authorised |  |

**Return via email to**: [**roccg.rothhealthvolunteers@nhs.net**](mailto:roccg.rothhealthvolunteers@nhs.net) **(this is the preferred and faster way). Call** 01709 302042 for any queries