

## How to complete your expense claim form

### Ensuring your expenses are valid

Familiarise yourself with the NSPCC expenses policy and ensure that the items you are claiming do not breach the type or value limit of the expenses which you are allowed to claim. If you are unsure whether certain expenses are permitted, speak to your NSPCC contact or the NPU.

You can obtain a copy of the NSPCC volunteer expenses policy from your NSPCC contact.

### Preparing your receipts

Ensure that you have receipts to support the expenses that you are claiming.

Number your receipts according to the expense claim section and line number to which they relate e.g. A1, B3 etc.

Send the original receipts to your NSPCC contact, attached to the expenses form. You may wish to keep copies of the receipts for your own records.

### Completing your form

The expenses claim form contains key information about you and the claim in the header, and is then split into four sections according to the type of expenses you are claiming.

#### About you

|                        |   |
|------------------------|---|
| <b>Full Name</b>       | Please enter your full name (rather than any nick name or shortened name)   |
| <b>Authoriser</b>      | This is the name of the Budget Holder authorising your expense claim form (your NSPCC contact can complete this field if you are unsure).   |
| <b>Address</b>         | Complete the relevant address fields including Town and Postcode. These fields are mandatory except for Address Line 2.   |
| <b>Email Address</b>   | Please complete your email address here to ensure that your remittance advice can be emailed directly to you, saving NSPCC the postage and printing costs                         |
| <b>Submission Date</b> | This should be the date your form is submitted to your NSPCC contact or the budget holder for authorisation. The expenses on your claim form must be prior to the submission date |

#### Coding

**If you are not sure which cost centre you should use your NSPCC contact may complete this section for you or advise you of the codes.**

|                      |  |
|----------------------|--|
| <b>Cost Centre</b>   | This is the code which is used to capture your expenses in the Finance System and attribute them to your team or department. Please ensure you use a valid cost centre, five characters long, beginning with an Alpha character. |
| <b>Project Code</b>  | If you are working on a specific project which has project costing associated with it, you can capture the project code here. If you are not working on a project of this nature, leave this field blank.                        |
| <b>Appeal Code</b>   | This code is used by Fundraising only to capture expenses relating to a particular appeal, event or campaign. If you do not want to attribute costs in this way, leave this field blank.   |
| <b>Services Code</b> | This code is used by CSDD to attribute expense claims to particular Services or Themes. If you are not required to attribute costs in this way, leave this field blank.  |

#### A. Mileage expenses

This section is for entering mileage claims.

**Repeat journeys may be entered on one line if preferred. Please include number of return journeys made in the "Reason for journey" field. For example "Return to Childline for shifts x5".**

|                              |  |
|------------------------------|--|
| <b>Mileage since 6 April</b> | Enter the number of miles you have claimed in this tax year. This impacts on the rate of mileage that you are allowed to claim.  |
| <b>Date</b>                  | This is the date of incurring the expenses. Enter the date in the format dd/mm/yyyy, and ensure that the date is prior to the submission date. Any expenses claimed over 3 months old require sign off by the functional director for your division. |
| <b>Account Code</b>          | Assign the correct account code for your expenditure which best describes the type of mileage incurred. This enables accurate financial reporting and monitoring.  |
| <b>From Location</b>         | Indicate the starting point of your journey. If it is your home, write home and the actual location.   |
| <b>From Postcode</b>         | Enter the postcode where you started your journey. This enables your claim to be reviewed for reasonableness and allows detailed reporting on journeys made by NSPCC staff.  |
| <b>To Location</b>           | Indicate the end point of your journey. If it is your home, write home and the actual location   |
| <b>To Postcode</b>           | Enter the postcode where you finished your journey. This enables your claim to be reviewed for reasonableness and allows detailed reporting on journeys made by NSPCC staff.   |
| <b>Reason for journey</b>    | Provide a clear explanation of why you took the journey and demonstrate that it was a business journey.  |
| <b>Passenger carried?</b>    | Indicate whether you were carrying a passenger (NSPCC staff or volunteer) who was also undertaking a business journey. You may claim an additional 5p per mile for shared transport.   |
| <b>No. Miles</b>             | (A) Enter the number of miles travelled.   |
| <b>Mileage Rate</b>          | (B) Enter the rate at which you are claiming. This will be based on the allowable rate for the number of miles you have already claimed this year, plus an extra 5p for a passenger if appropriate.  |
| <b>Amount Claimed</b>        | Calculate the amount that you can claim as the number of miles multiplied by the rate at which you are claiming as entered into column A and B.  |

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|                              |   |
|------------------------------|---|
| <b>Volunteer Declaration</b> | Your expense claim acts as a self-certification document in which you are stating that you had the necessary valid documents for travel at the time of taking the journey       |
| <b>Drivers Licence</b>       | Confirm that you have a valid drivers licence and enter the expiry date   |
| <b>MOT</b>                   | Confirm that you have a current MOT certificate and enter the expiry date. If your vehicle is under 3 years old or registered in Jersey, select N/A and leave expiry date blank |
| <b>Insurance policy</b>      | Confirm that you have insurance for business use that covers you when driving on NSPCC business. Speak to your insurance provider if you are unsure.                            |

### B. Taxis, tubes and other non-mileage journey expenses

This section is for entering all journey-related costs which are not mileage claims. Ensure that you describe the reason for the journey to demonstrate that it is valid business expenditure.

|                           |  |
|---------------------------|--|
| <b>Date</b>               | This is the date of incurring the expenses. Enter the date in the format dd/mm/yyyy, and ensure that the date is prior to the submission date. Any expenses claimed over 3 months old require sign off by the functional director for your division. |
| <b>Account Code</b>       | Assign the correct account code for your expenditure which best describes the type of cost incurred - 2316 for Travel or 2318 for Taxis. This enables accurate financial reporting and monitoring.   |
| <b>From Location</b>      | Indicate the starting point of your journey. If it is your home, write home and the actual location  |
| <b>To Location</b>        | Indicate the end point of your journey. If it is your home, write home and the actual location   |
| <b>Reason for journey</b> | Provide a clear explanation of why you took the journey and demonstrate that it was a business journey.  |
| <b>Acceptable Receipt</b> | Indicate whether or not you are able to provide a receipt for the expenses incurred. If you cannot provide one please complete the comments box to explain your reasons.   |
| <b>Receipt Amount</b>     | Indicate the total amount of the expenses as per the receipt (this may be higher than the actual amount claimed, as there may be an upper limit in place under the policy)   |
| <b>Amount Claimed</b>     | This is the amount of expenses you wish to claim in respect of that receipt item. The amount claimed should not be higher than the value on the receipt, but it may be lower, where there is an upper limit in place under the policy.               |

### C. Subsistence Expenses

This section is for entering subsistence costs in relation to a journey you may have made. It will typically relate to the cost of meals, however by exception may include accomodation where this has been booked outside of the central contract.

|                           |   |
|---------------------------|---|
| <b>Date</b>               | This is the date of incurring the expenses. Enter the date in the format dd/mm/yyyy, and ensure that the date is prior to the submission date. Any expenses claimed over 3 months old require sign off by the functional director for your division.  |
| <b>Account Code</b>       | The account code has been pre-specified on the form   |
| <b>Meal Type</b>          | Indicate the type of meal which you are claiming for - e.g. Breakfast before 7am, Breakfast after overnight stay, Dinner in London, Dinner outside London etc. This determines the maximum value of expenses which you may claim. If you are not claiming for a meal, select other, but ensure you explain the nature of the expenses in the description field. |
| <b>Description</b>        | Provide a detailed description of the expenses incurred and why they were required, in order to demonstrate that they were valid business expenditure of the NSPCC  |
| <b>Acceptable Receipt</b> | Indicate whether or not you are able to provide a receipt for the expenses incurred. If you cannot provide one please complete the comments box to explain your reasons.  |
| <b>Receipt Amount</b>     | Indicate the total amount of the expenses as per the receipt (this may be higher than the actual amount claimed, as there may be an upper limit in place under the policy)  |
| <b>Amount Claimed</b>     | This is the amount of expenses you wish to claim in respect of that receipt item. The amount claimed should not be higher than the value on the receipt, but it may be lower, where there is an upper limit in place under the policy.  |

### D. Non-Travel Expenses

This section is for entering expenses which are not journey-related. For example, reimbursement for care of dependents. The following information should be provided on each line:

|                           |  |
|---------------------------|--|
| <b>Date</b>               | This is the date of incurring the expenses. Enter the date in the format dd/mm/yyyy, and ensure that the date is prior to the submission date. Any expenses claimed over 3 months old require sign off by the functional director for your division. |
| <b>Account Code</b>       | The account code has been pre-specified on the form  |
| <b>Description</b>        | Provide a detailed description of the expenses incurred and why they were required, in order to demonstrate that they were valid business expenditure of the NSPCC   |
| <b>Acceptable Receipt</b> | Indicate whether or not you are able to provide a receipt for the expenses incurred. If you cannot provide one please complete the comments box to explain your reasons.   |
| <b>Receipt Amount</b>     | Indicate the total amount of the expenses as per the receipt (this may be higher than the actual amount claimed, as there may be an upper limit in place under the policy)   |
| <b>Amount Claimed</b>     | This is the amount of expenses you wish to claim in respect of that receipt item. The amount claimed should not be higher than the value on the receipt, but it may be lower, where there is an upper limit in place under the policy.               |

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### Additional Comments / Notes

This section is for entering further information about unusual items on your claim or to explain why you are unable to provide receipts etc.

### Total Expenses

Add up all the expenses included on the form, and insert the total amount to claim in the Total Expenses Claimed on this Form box.

### Submitting your expense claim

When you have completed your form, ensure that you attach your receipts, appropriately numbered and send the form to your NSPCC contact.

Your expense claim should be authorised first by your NSPCC contact, and then by the budget holder for the cost centres on the form (if they are a different person). They should print and sign their name at the bottom of the form and then forward the claim to the budget holder.

If any expenses on your form are over 3 months old, the claim will need to be signed off by the functional director or Senior Management Team for your division before it can be paid. The budget holder should forward the claim to this director/SMT member and they should then print and sign their name on the form and forward to NPU.

By approving the claim line managers, budget holders and directors/SMT are confirming that they have checked the receipts to the form, and are satisfied that the expenses claimed have been incurred for valid business purposes.

### Payment of your claim

NPU will process your claim once they receive it from the relevant authoriser, provided it has been correctly completed and receipts have been provided. Please bear in mind that any error in completion of the form or delay in authorisation of the claim will cause a delay in payment, and you are responsible for following up with your NSPCC Contact/budget holder in the first instance.

Payment will be made on the next available payment run after your claim has been processed. If you have provided an email address, you will receive an electronic remittance advice notifying you that the claim has been paid, otherwise a remittance advice will be posted to you. You can provide an email address at the top of this form.

**To help minimise processing costs, we prefer to reimburse expense claims by direct bank transfer rather than by cheque. Please email the National Processing Unit directly with your bank details ([npuhelpdesk@nspcc.org.uk](mailto:npuhelpdesk@nspcc.org.uk)) or ask your NSPCC Volunteer Contact for a BACS form.**

|              |                |  |                 |  |            |  |
|--------------|----------------|--|-----------------|--|------------|--|
| NPU Use Only | Date Received  |  | Supplier No     |  | Journal No |  |
|              | Date Processed |  | Transaction Ref |  | Second Ref |  |

## NSPCC VOLUNTEER EXPENSE CLAIM FORM

|                |  |                 |  |               |  |
|----------------|--|-----------------|--|---------------|--|
| Full Name      |  | Authoriser      |  | Cost Centre   |  |
| Home Address 1 |  | Submission Date |  | Project       |  |
| Home Address 2 |  | Home Town       |  | Appeal        |  |
| Email Address  |  | Home PostCode   |  | Service/Theme |  |

### A. MILEAGE EXPENSES (2319 Volunteer Mileage) Repeat journeys may be entered as one line for return journeys. Please use an appropriate description, including the number of journeys made.

Please complete the number of miles you travelled and indicate whether you carried a passenger on NSPCC business. Please enter the number of miles you have claimed since 6th April excluding this claim. Use the appropriate mileage rate based on the number of miles you have already claimed this year and whether you were carrying a passenger to calculate the amount you are entitled to claim.

|                    |       |  |       |
|--------------------|-------|--|-------|
| Rate per mile in £ |       | Rate per mile in £                             |       |
| Up to 10,000 miles | £0.45 | Passenger mileage                              | £0.05 |
| Above 10,000 miles | £0.25 | No. miles since 6th April excluding this claim |       |

| Item | Date | Account | From Location | From PostCode | To Location | To PostCode | Reason for Journey | Passenger? (Y/N) | No. Miles A | Mileage Rate B | Amount Claimed £ = A x B |
|------|------|---------|---------------|---------------|-------------|-------------|--------------------|------------------|-------------|----------------|--------------------------|
| 1    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 2    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 3    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 4    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 5    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 6    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 7    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 8    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 9    |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 10   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 11   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 12   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 13   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 14   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 15   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 16   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 17   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 18   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 19   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |
| 20   |      | 2319    |               |               |             |             |                    |                  |             |                |                          |

No. miles since 6th April carried forward to next claim

| NSPCC drivers using their own / leased vehicle on NSPCC business - Volunteer Declaration  |  | Valid (Y/N)      | Expiry Date |
|---|--|------------------|-------------|
| I confirm that the following documents were valid and correct at the time of incurring the mileage expense  |  | Drivers Licence  |             |
| If your vehicle is under 3 years old or registered in Jersey enter N/A next to MOT and leave expiry date blank. Please speak with your motor insurance provider to ensure that you are covered for driving on NSPCC business (business use cover or similar). |  | MOT              |             |
|   |  | Insurance Policy |             |

**B. TAXIS, TUBES AND OTHER NON-MILEAGE JOURNEY EXPENSES (2316 Travel or 2318 Taxis)**

| Item | Date | Account | From Location | To Location | Reason for Journey | Receipt? (Y/N) | Receipt Amount £ | Amount Claimed £ |
|------|------|---------|---------------|-------------|--------------------|----------------|------------------|------------------|
| 1    |      |         |               |             |                    |                |                  |                  |
| 2    |      |         |               |             |                    |                |                  |                  |
| 3    |      |         |               |             |                    |                |                  |                  |
| 4    |      |         |               |             |                    |                |                  |                  |
| 5    |      |         |               |             |                    |                |                  |                  |
| 6    |      |         |               |             |                    |                |                  |                  |
| 7    |      |         |               |             |                    |                |                  |                  |
| 8    |      |         |               |             |                    |                |                  |                  |
|      |      |         |               |             |                    |                |                  |                  |

**C. SUBSISTENCE EXPENSES (2317 Meal costs/Hotels when travelling on NSPCC business)**

| Item | Date | Account | Meal Type | Description | Receipt? (Y/N) | Receipt Amount £ | Amount Claimed £ |  |
|------|------|---------|-----------|-------------|----------------|------------------|------------------|--|
| 1    |      | 2317    |           |             |                |                  |                  |  |
| 2    |      | 2317    |           |             |                |                  |                  |  |
| 3    |      | 2317    |           |             |                |                  |                  |  |
| 4    |      | 2317    |           |             |                |                  |                  |  |
| 5    |      | 2317    |           |             |                |                  |                  |  |
| 6    |      | 2317    |           |             |                |                  |                  |  |
|      |      |         |           |             |                |                  |                  |  |

**D. NON-TRAVEL EXPENSES (2315 Volunteer Expenses)**

| Item | Date | Account | Description | Receipt? (Y/N) | Receipt Amount £ | Amount Claimed £ |  |  |
|------|------|---------|-------------|----------------|------------------|------------------|--|--|
| 1    |      | 2315    |             |                |                  |                  |  |  |
| 2    |      | 2315    |             |                |                  |                  |  |  |
| 3    |      | 2315    |             |                |                  |                  |  |  |
| 4    |      | 2315    |             |                |                  |                  |  |  |
|      |      |         |             |                |                  |                  |  |  |

**ADDITIONAL COMMENTS /** Please use this box to add any further information e.g. explain expenses outside of policy or lost receipts. Failure to provide this information will delay payment of your claim.

**Total expenses claimed on this form**

**AUTHORISATION INSTRUCTIONS & DECLARATIONS**

**NSPCC CONTACT**

I agree that the above expenses have been incurred for business purposes and comply with the NSPCC expenses policy.

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_

**BUDGET HOLDER**

I agree that the above expenses have been incurred for business purposes and comply with the NSPCC expenses policy and where receipts have not been provided accept the reasons stated above.

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_

**FUNCTIONAL DIRECTOR / SENIOR MANAGEMENT TEAM (where expenses are more than 3 months old)**

I agree that the above expenses have been incurred for business purposes and comply with the NSPCC expenses policy and where receipts have not been provided accept the reasons stated above.

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_