



## Volunteer Expenses Form

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Wherever possible, expenditure should be paid for direct by the Treasurer but where this is not possible, please use this form in accordance with the club's Volunteer Expenses Policy for recording and claiming reimbursement of any out of pocket expenses you incur whilst volunteering for Pride Park FC.

Expenses forms should be submitted to the Treasurer either weekly or NOT LESS THAN monthly.

Please remember to keep any receipts and **submit them with your claim** as we may not be able reimburse expenses without them.

The types of expenditure that we can reimburse you for are:

- Referees' fees
- tournament entry fees
- pitch fees (for cup or friendly matches where not paid by Treasurer)
- first aid items

and other genuine expenses associated with your volunteering authorised in advance by Committee e.g.

- course fees
- postage, printing, advertising, stationery

Date	Type of expense	Amount
<b>Total</b>		

The above are an accurate record of my volunteering expenses:

Please pay by transfer to:

SORT CODE: .....

A/C NUMBER.....

Printed name.....

Team .....

Signature\* .....

Date.....

Authorised by .....

Date.....

\*if form not submitted by email