Claiming Volunteer Expenses

Thank you for giving your time to support OUTSIDE our ambition is that volunteers are never out of pocket and we want to ensure that you claim for your expenses. We do this through Support Staffordshire our lead organisation, attached to this email is also the Policy.

Firstly, to pay your expenses, if you haven't already, we need to get you set up as a supplier. For this we just require a few details from you.

Please complete the Volunteer details form below: *(please inform OUTSIDE's Volunteer manager or a member of the OUTSIDE team if you require support in completing this)*

Volunteer Details

Title:	
Preferred Pronouns:	
Surname:	
First Names:	
Address:	
Email:	
D.0.B	
Tel:	

Emergency Contact Details

Name:	
Relationship to you:	
Telephone number(s):	

Expenses payments are made via BACS transfer. ***Please provide details of the bank / building society into which your expenses should be paid.***

Account name:	
Sort Code:	
Account number:	

Alongside this, we need evidence in the form of a redacted bank statement

When completed – please send these details across to accounts@outsidearts.org.

If you have completed this form as a hardcopy, please pass them to the OUTSIDE Vol manager or a member of the OUTSIDE team. Alternatively, you could photograph and send the photo via the email above.

Once we have you set up on the system with Support Staffordshire, we wouldn't need this information each time.

Completing your expenses sheet

There is an excel spreadsheet template which you would need to complete and add your signature with a date of claim.

How to upload a signature?

Unless you already have one saved that you can upload from your device the easiest way would be to get a plain piece of paper and sign your name, take a photo of this which can then be copied and pasted into the excel SS.

There are three different sections on the excel SS:

- The top section is for mileage, please insert the date, details of journey (event, etc.) including route postcodes and mileage, the rest will calculate for you.
- The middle section is relating to Public transport. Please insert the date, details of journey (events etc.) and retain receipts to send with your form – you can take a picture of them and send them with your form.

The final section is for any other expenses you may have, such as, materials for an activity. Again, please retain receipts and send as a photo with your form. You can also pass any receipts onto the Vol Manager or a member of the OUTSIDE Team.

Please save your form as a PDF document.

Where do I send my completed form?

All completed expenses forms, and any receipts should be sent to accounts@outsidearts.org **within 14 days** of the event / activity you are claiming for. After this time, we will be unable to make payment.

This form will then be authorised and sent across to Support Staffordshire who will process the payment.

There is a scheduled pay run every two weeks. We aim for payment to be made within 30 days, depending on when the claim form is received.

In exceptional circumstances, if you need more immediate payment to make your volunteering experience accessible with OUTSIDE, please inform the team when you sign up.

The team at OUTSIDE will support where we can, to ensure that you are confident in claiming for any expenses.