

## Guidance notes for completion

Please note that all expenses listed on your claim form must be accompanied by a valid receipt.

If you are completing this form electronically it should add up mileage at the present rate of 45p per mile. If you need to claim at a different rate please print the form and complete it by hand.

### Travel by public transport

- All claims for travel expenses (train, Tube, plane, bus, coach, ferry) must be supported by a receipt.
- Taxis are only to be used if it is late at night, you have a lot of luggage, you have a disability or there is no alternative transport method.

### Travel by car

- If you own your car you may claim for mileage at the rate of 45p per mile.
- Remember to submit any car park receipts with your expense claim.
- Insurance for your vehicle must include business use (commuting is excluded).
- Vehicles driven for Girlguiding Anglia must have a valid MOT certificate (where applicable) to ensure that the vehicle meets requirements for road safety and environmental standards.

### Food and drink

- The maximum amounts you can claim for meals are: breakfast £5, lunch £8 and dinner £20 per person including VAT.
- Alcohol **cannot be reimbursed - unless exceptional circumstances apply**. Please refer to the event budget template for further information.
- Claims should only be made where meals are **not** provided at the event you are attending.
- Girlguiding Anglia will not reimburse optional charges added to the bill. It is the claimant's responsibility to check the bill before payment. Such items for example a 'tip' should be at your own expense and discounted from any claim.

### Copying/Printing

- Where timing allows the Region Office can order materials for you or alternatively undertake the work. Please contact the staff member you are working with if you have any queries. Where we are unable to assist please provide a receipt for smaller jobs completed or seek a pro forma invoice and the Region finance team will arrange direct settlement.

### Telephone and internet

- If you are claiming for telephone calls/teleconferences a copy of your phone bill should be attached with the relevant calls highlighted. Please use a landline (with the owner's permission) where possible rather than a mobile. The region office can provide a list of teleconference providers with whom accounts are held.
- Expenses are only paid direct into your bank account via BACS. Please complete the bank details to enable your payment to be made this way.
- If you have previously submitted your bank details you do not need to complete this section again unless you wish your expenses to be paid into a different account, or your account details have changed.
- Forms returned to Anglia Region Office will be processed within 21 days (subject to authorisation by the Budget Holder).
- You are welcome to send the form electronically and post receipts afterwards, payments will be initiated once **both** have been received at the region office.

**Please submit claims promptly, for our accounting purposes payments need to be raised in the year they are initiated, and in every event within 3 months of activity.**

Should you have any queries regarding completion of this form please refer in the first instance to the lead volunteer you are working with, alternatively contact a member of the Finance Team at Anglia Region Office on 01603 737357 option 1.